

Operation Assistant

Job ID
REQ-10035308
Jan. 01, 2025
Taiwan

Zusammenfassung

Provide professional administration support to V&A team.
Office base support for tender bidding document preparation, account contract preview and communication with the tender team of external vender.

About the Role

Major accountabilities:

- Provide administration supports to V&A team, which include: daily operations support, business events and meetings arrangements, NVS guidance expert, and purchasing goods/or services etc.
- Take role as KAM specialist to provide office base support for tender bidding document preparation, account contract preview and communication with the tender team of external vender.
- Proactively monitor/follow-up the progress of assigned tasks and report to business leaders timely.
- Responsible for meeting logistic which including venue booking, catering, meeting material printing, facilities, coordination between internal/and external customers/and vendors, and other ad-hoc assignments
- Prepare regular business reports for responsible teams timely and accurately
- Conduct cross-functional communication/follow-up of business process to complete tasks/assignments
- Partner with Compliance Officer to build up the internal control governance and ensure its execution excellence

Key performance indicators:

- Deliver operational support with high quality
- Demonstrate excellent cooperation and collaboration with cross-functional stakeholders to ensure operation efficiency and effectiveness
- On-time report delivery

Minimum Requirements:

Work Experience:

- At least 3-year working experience in administration role. With healthcare industry experience is a plus.
- Detail-oriented
- Demonstrate teamwork and willing to learn
- Project excellence in demonstrating strong coordination, collaboration and quality execution
- Good communication and interpersonal skills
- Be familiar with MS office

Skills:

- Optimizing Customer value by co-creating and developing compelling.
- Managing diversity, challenges and transformation
- Proactive thinking.
- Excellence execution and best practice sharing.
- Knowledge of organization structures and working practices.
- Effective and Storytelling in communication.
- Time Management.
- Company and Department Strategy Prioritization.
- customer focused solutions.

Languages :

- English
- Chinese

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other.

Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together?

<https://www.novartis.com/about/strategy/people-and-culture>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:

<https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Abteilung

International

Business Unit

Innovative Medicines

Ort

Taiwan

Website

Taipei

Company / Legal Entity

TW03 (FCRS = TW003) Novartis (Taiwan) Co. Ltd

Functional Area

Einrichtungen und Verwaltung

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Job ID
REQ-10035308

Operation Assistant

[Apply to Job](#)

Source URL: <https://prod1.adacap.com/careers/career-search/job/details/req-10035308-operation-assistant>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Taipei/Operation-Assistant_REQ-10035308-1
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Taipei/Operation-Assistant_REQ-10035308-1