

# Assistant Legal and ERC Teams

Job ID  
REQ-10040711  
März 03, 2025  
Italien

## Zusammenfassung

\*Please ensure you submit an English version of your CV with your application

\*\*We are unable to offer relocation support for this role so please ensure the geographical location is accessible for you and that you have the necessary right to work status.

\*\*\*Closing date for applications 5th March 2025, 1700, GMT

"We're a team of dedicated and smart people united by a drive to achieve together"

Join Novartis as an Administration Assistant!

Are you an organized and proactive individual with a passion for supporting teams?

Novartis is seeking an Assistant to support our ERC/Legal teams and ensure our activities run smoothly and efficiently.

## About the Role

### Major Responsibilities

- Responsible for Legal/ERC Staff meeting agenda management, internal and external team department.
- T&E management for internal and external stakeholders' meetings
- Coordinates team(s) events related to logistics, organizational tasks (agenda preparations, pre-reads, content management)
- Support and liaise with Project coordinator in operational activities related to budget, PO and contract management
- Deals with administrative and organizational assignments independently providing to the assigned team guidelines when needed.
- Act as enabler of successful doing business ethically within the assigned areas of responsibilities

### Essential Requirements

Fluent written and verbal communication skills in Italian and English

Proven experience as an administrative assistant in a large multinational organisation

Proficiency in MS Office (Word, Excel, PowerPoint, Outlook).

Excellent written and verbal communication skills.

Strong organizational and time-management skills.

Ability to multitask and prioritize tasks effectively.

### **Desirable Requirements**

Degree in Business related subject

### **Commitment to Diversity & Inclusion:**

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

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**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

Legal

Business Unit

Innovative Medicines

Ort

Italien

Website

Milano

Company / Legal Entity

IT08 (FCRS = IT008) Novartis Farma S.p.A.

Functional Area

Einrichtungen und Verwaltung

Job Type

Full time

Employment Type

Regular

Shift Work

No

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