

# Strategic Assistant

Job ID  
REQ-10030511  
Nov 18, 2024  
Cina

## Sommario

Strategic Assistant will ensure efficient operation of the China President Office. This role requires a strategic thinker with excellent problem-solving skills, capable of managing complex projects and fostering key relationships across the organization.

## About the Role

### Key Responsibilities

- **Governance Management:** Manage key China President Office governance cadence and meetings, ensuring that all governance processes are effectively executed and documented.
- **Project Management:** Oversee and manage key President Office projects and initiatives, ensuring timely and successful completion
- **Operational Support:** Provide operational support to China President Office, including managing executive events and preparing key briefing materials
- **Communication:** Act as a primary communication channel for China President Office, drafting correspondence, preparing presentations to facilitate internal and external communications.
- **Relationship Management:** Build and maintain relationships with key stakeholders, including internal and external key stakeholders

### Qualifications

- **Education:** Bachelor's degree in Science, Business Management, or a related field. An advanced degree is preferred.
- **Experience:** Minimum of 5-7 years of experience in pharmaceutical industry, in a strategic or operational role: Strategic Planning, New Product Planning or Marketing Sales experience preferred
- OR 4+ years management consulting experience with relevant projects in pharmaceutical industry
- **Skills:**
  - Exceptional organizational and multitasking abilities.
  - Excellent written and verbal English communication skills.
  - Strong analytical and problem-solving skills.
  - Proven ability to work collaboratively with senior executives and cross-functional teams

**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>

Divisione

International

Business Unit

Innovative Medicines

Posizione

Cina

Sito

Shanghai (Shanghai)

Company / Legal Entity

CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd

Functional Area

BD&L & Strategic Planning

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

## **Accessibility and accommodation**

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversityandincl.china@novartis.com](mailto:diversityandincl.china@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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

Job ID

REQ-10030511

**Strategic Assistant**

[Apply to Job](#)

---

**Source URL:** <https://prod1.adacap.com/careers/career-search/job/details/req-10030511-strategic-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/Shanghai-Shanghai/Strategic-Assistant\\_REQ-10030511](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Shanghai-Shanghai/Strategic-Assistant_REQ-10030511)
5. <mailto:diversityandincl.china@novartis.com>
6. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Shanghai-Shanghai/Strategic-Assistant\\_REQ-10030511](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Shanghai-Shanghai/Strategic-Assistant_REQ-10030511)