

Senior Administrative Assistant, NIBR Finance " >

Job ID
327999BR
Nov 05, 2021
USA

Job Description

9.1 billion!!! The amount that Novartis invests in to R&D. Join us to be a part of shaping that!!!

This role will provide high-level administrative support to the Finance leadership team and department as required. Managing the administration and coordination of internal and external meetings and interacting with all levels of management throughout the global Finance organization and NIBR. This successful candidate will be highly motivated, self-directed and represent the department in a highly professional manner. They must also possess excellent communication and organizational skills, a high attention to detail and quality, as well as strong initiative and execution capabilities. Administrative duties include extensive calendar management including scheduling meetings, global meeting preparation and planning, domestic and international travel arrangements, expense reporting, event planning, and project support as needed. Ability to manage multiple assignments with competing priorities in a fast-paced environment.

- Extensive calendar management for multiple Finance leadership members
- BPA and B&DL Finance teams point person for administrative support
- Meeting preparation locally and globally for BPA and BD&L Finance team
 - o Coordinate complex internal/ external meetings
 - o Participate in team and leadership team meetings and compose minutes, agendas, and correspondence
 - o Assist in the development of slide presentations
- Make both global and domestic travel arrangements
- Process complex expense reports ensuring adherence to company policies
- Partner with P&O to coordinate with the scheduling of candidate interviews
- Onboard Finance colleagues
- Be a point of contact for visiting colleagues
- Maintain various Microsoft Teams pages, SharePoint sites, access portals, and distribution lists
- Maintain departmental files and proper submission of approval forms
- Handle confidential information and communication appropriately
- Be a contributing part of a global administrative team to ensure alignment, communication and teamwork
- Provide backup coverage for EA to CFO as needed
- Ad-hoc project work as needed/assigned
- Ad-hoc office support duties (ordering supplies, mail, printing)

Diversity & Inclusion / EEO

The Novartis Group of Companies are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or

expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

Minimum Requirements

- High School Diploma is required
- Associate's Degree or Bachelor's Degree is preferred
- 5+ years of highly successful administrative support experience, preferably in a pharmaceutical, medical or science based environment is required
- Ability to prioritize and handle multiple tasks in a timely fashion, with minimum supervision and efficient follow-up is required
- Proactive, efficient, customer-focused and able to work under pressure with tight timelines is required
- Ability to exercise independent judgment and interact effectively with internal and external customers, including international colleagues is required
- Collaborative, excellent interpersonal and written/oral communication skills are required
- Strong attention to detail and quality is required
- Project management experience a plus

Why Novartis?

769 million lives were touched by Novartis medicines in 2020, and while we're proud of this, we know there is so much more we could do to help improve and extend people's lives.

We believe new insights, perspectives and ground-breaking solutions can be found at the intersection of medical science and digital innovation. That a diverse, equitable and inclusive environment inspires new ways of working.

We believe our potential can thrive and grow in an unbossed culture underpinned by integrity, curiosity and flexibility. And we can reinvent what's possible, when we collaborate with courage to aggressively and ambitiously tackle the world's toughest medical challenges. Because the greatest risk in life, is the risk of never trying!

Imagine what you could do here at Novartis!

Division

NIBR

Business Unit

CFO

Location

USA

Site

Cambridge, MA

Company / Legal Entity

NIBRI

Functional Area

Facilities & Administration

Job Type

Full Time

Employment Type

Regular

Shift Work

No

[Apply to Job](#) [Access Job Account](#)



Job ID

327999BR

Senior Administrative Assistant, NIBR Finance

[Apply to Job](#) [Access Job Account](#)

Source URL: <https://www.novartis.com/careers/career-search/job-details/327999br/senior-administrative-assistant-nibr-finance>

List of links present in page

- <https://www.novartis.com/careers/career-search/job-details/327999br/senior-administrative-assistant-nibr-finance>
- <https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=13617&siteid=5260&jobid=2746225&AL=1>