

# Procurement Administrative Specialist (m/f/d)

Job ID  
REQ-10000782  
Jun 10, 2024  
Czech Republic

## Summary

Location: Prague, Czech republic #LI-Hybrid Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you. About the Role: In this role you will be so called “right hand” for 2 of our senior managers. You will provide administrative support in all the relevant matters, be responsible for managing calendar and all the scheduling activities, planning different activities, purchasing tasks when needed etc. You will be in communication with a variety of associates, both internal and external, including the top management, so great communication skills are key.

## About the Role

### Key Responsibilities:

- Managing calendar and all scheduling activities for the Lead/Head.
- Organizing and coordinating meetings and agendas for the meetings, taking care of meeting minutes, tracking actions, following up on outstanding items.
- Preparing presentations, internal communications.
- Maintaining Lead/Head’s organizational charts.
- Planning travel including booking flights, accommodation, visas.
- Expense reporting ensuring compliance with company policies and procedures.
- Raising purchase orders and booking Good Receipts (GRs).
- Participating or independently organizing various virtual and on-site local/global projects or events (e.g. townhall...).
- Handle multiple tasks within short time frames and minimal supervision.
- Support other ad-hoc projects and initiatives to ensure smooth running of organization.

### Essential Requirements:

- Higher education.
- 2 years of experience with complex administrative tasks.
- Fluent in English (written and spoken).
- Excellent knowledge of Microsoft Office.
- Excellent communication skills and capability to work with various local and global stakeholders.
- Organized and detailed person, being able to work in a fast, dynamic work environment in aligned timelines.
- Being a decisive and proactive person.

### Desirable Requirements:

- Experiences from global, multinational environment.

**Why Novartis:** Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

**You'll receive (applicable only for CZ):** Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation allowance; MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

### **Commitment to Diversity and Inclusion:**

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

**Join our Novartis Network:** If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

**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>

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Division

Operations

Business Unit

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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