

RA GDD Project Specialist

Job ID
REQ-10011569
Jul 26, 2024
United Kingdom

Summary

Our Development Team is guided by our purpose: to reimagine medicine to improve and extend people's lives. To do this, we are optimizing and strengthening our processes and ways of working. We are investing in new technologies and building specific therapeutic area and platform depth and capabilities – all to bring our medicines to patients even faster. We are seeking key talent, like you, to join us and help give people with disease and their families a brighter future to look forward to. Apply today and welcome to where we thrive together! This role offers hybrid working, requiring 3 days per week in our White City, London office. As a Project Specialist you will support Regulatory Affairs by independently managing complex administrative tasks, planning and execution of specific project activities, and organizational assignments, including support to RA senior leaders and their departmental needs. The Project Specialist is a team player who uses their strong organizational and communication skills to ensure consistent and quality support for the global Regulatory Affairs function.

About the Role

Key Accountabilities:

- You will support leader in specific operational or administrative activities required by them. Some examples include managing team meetings and town halls, agendas, and follow-up on key action items, supporting budget activities, timecard, maintenance of team org charts, etc.
- You will provide calendar and travel & expense management to assigned senior leaders.
- You will run specific functional initiatives, such maintaining functional intranet pages, databases, or distribution lists and monitor the need to adapt content; independently drives agreement process with respective members and continuously updates/expands/improves these sites, tools, and lists.
- You will support hiring process of functional RA associates, including interview scheduling with candidates, and support in on-boarding and off-boarding process.
- You will support functional communication and sharing platforms including coordination and management of communication and information sharing initiatives (including newsletter templates, regular updates etc.)
- You will coordinate specific functional and operational information (i.e. reports, databases), including requesting, tracking, verifying, reconciling, and updating information as needed.
- You will be responsible for the preparation and submission of General Service Agreements and management of Purchase Orders or Task Orders as needed, and act as back up for these activities

Your experience:

- Bachelors degree and/or administrative school certificate preferred.
- Successful experience as Administrative Assistant and other project or departmental coordination activities where you have performed duties with a great deal of latitude for independent judgment.
- Well-organized, excellent time management and strong prioritization skills
- Excellent verbal and written communication and interpersonal skills, with demonstrated ability as a collaborative team player.
- Proficiency with Outlook, MS Word, Excel and Powerpoint, Teams, Sharepoint. Concur experience preferred.

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>

Commitment to Diversity & Inclusion:

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

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>

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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>

Division

Development

Business Unit

Innovative Medicines

Location

United Kingdom

Site

London (The Westworks)

Company / Legal Entity

GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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