

# Executive Assistant

Job ID  
REQ-10014580  
Aug 23, 2024  
India

## Summary

The role will provide administrative support to Site Head as well as actively participate in Site level initiatives

## About the Role

### Major accountabilities:

- General administrative support: Deals with complex administrative and organizational assignments independently and takes care of general administrative tasks. Involved in strategic planning processes.
- Interaction: Informs, advises and supports the team and associates from outside the team on processes, guidelines services that are specific to the department.
- Accommodates customer's specific needs.
- Work processes in own area of responsibility: Initiates new processes or modification of processes and coordinates the introduction of new or modified processes.
- Handling of administrative projects: Acts as project coordinator/manager for administrative projects (design, planning, implementation, communication, etc.) -Supervisory tasks: Mentors temporary employees or apprentices or assumes a limited project coordination/management role.
- Proactively engage stakeholders to ensure that on site client's expectations are met through high levels of customer service -Effectively manage service vendor to ensure an on time deliverable system.
- 24/7 emergency call support and site attendance are required.
- Flexibility and ownership of the overall operations.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)
- Support with travel. Actively support site level initiatives

### Minimum Requirements:

#### Work Experience:

- Bachelor's degree preferred, or equivalent.
- Proven experience as an executive assistant or similar role supporting C-level executives.
- Strong organizational and time-management skills, with the ability to prioritize tasks. Should have managed site level initiatives.
- Excellent verbal and written communication skills, with a keen attention to detail.

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Division

Operations

Business Unit

CTS

Location

India

Site

Telangana

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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