

Project Specialist

Job ID
REQ-10015538
Jul 15, 2024
India

Summary

Support RA by independently managing complex administrative tasks and organizational assignments, including support to RA senior leaders and their departmental needs. As needed, provide cross-RA support beyond assigned groups to ensure consistent and quality support for RA function. Responsible for the planning and execution of specific project activities related to respective RA function. Examples include, management of purchase orders, coordinating & collating functional information/reports, change management support activities, financial reporting activities, functional tools management, and support to senior leader in such areas as calendar and travel & expense management.

About the Role

Major accountabilities:

- Independent administrative and organizational assignments including creation and follow up on preparing meetings and presentations, scheduling, and event planning.
- Coordinate specific functional and operational information (i.e. reports, databases), including requesting, tracking, verifying, reconciling, and updating information as needed.
- Proactively support preparation of leader's team meetings, agendas, and follow-up on key action items. Manages technical set-up of meetings when required for large meetings, such as town-halls.
- Support leader in specific operational or administrative activities required by them, such as budget activities, timecard, maintenance of team org charts, etc.
- Provide calendar and travel & expense management to assigned senior leaders.
- Runs specific functional initiatives, such maintaining functional intranet pages, databases or distribution lists. Monitors needs to adapt content; independently drives agreement process with respective members and continuously updates/expands/improves these sites, tools and lists.
- Supports hiring process of functional RA associates, including interview scheduling with candidates, and support in on-boarding process of new hires. Also provides support in off-boarding activities for associates who are exiting the organization.
- Support functional communication and sharing platforms including coordination and management of communication and information sharing initiatives (including newsletter templates, regular updates etc.)
- As needed, coordinates SharePoint from set-up to maintenance of contents. Provide input to improvement of the existing documented process.
- Responsible for the preparation and submission of General Service Agreements and management of Purchase Orders or Task Orders, and act as back up for these activities
- When applicable, work with vendors and Req to Pay to resolve any payment or processing issues (including any required NVS supplies (phone, computer etc.)

Key performance indicators:

1. Maintains a level of confidentiality and securely handles sensitive material with all levels of management, including external contacts in a professional manner, using sound discretion and judgment.
- 2. Tasks are completed timely and accurately with attention to detail and follow through.
3. Uses strong organizational skills and communication skills to manage the needs of multiple leaders and team members across RA organization in a fast paced, matrixed environment.
4. Provides proactive support and anticipates needs of leader and organizational needs.
5. Works independently and as an effective and engaged team member and partner.
6. Keeps up-to date with company tools, systems, policies and site-specific matters.
7. Adapts quickly to different tasks/assignment and different teams and/or leaders

Minimum Requirements:

- Successful experience as Administrative Assistant and other project or departmental coordination activities
- Well-organized, excellent time management and strong prioritization skills
- Capacity to work within tight time schedule, and ability to organize and expedite flow of work, initiate quick follow-up action and perform duties with a great deal of latitude for independent judgment.
- Strong interpersonal skills and advanced team player with demonstrated ability to build collaborative relationships and ability to work in a global team environment.
- Excellent verbal and written communication and interpersonal skills
- Proficiency with Outlook, MS Word, Excel and Powerpoint, Teams, Sharepoint. Concur experience preferred. Willingness to learn new applications when necessary

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Division

Development

Business Unit

Innovative Medicines

Location

India

Site

Hyderabad (Office)

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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