

C&G Strategy & Customer Operations Projects Coordinator

Job ID
REQ-10015809
Jul 19, 2024
Spain

Summary

Professionally provide high quality project coordination/management, administrative and operational support for the C&G Strategy & Customer Operations team with select support for their teams. Team player who is proactive and can successfully handle multiple assignments with competing priorities in a fast-paced environment, while proactively reaching out within the organization to find solutions, anticipate needs, have excellent attention to detail, and function as a partner.

About the Role

Major Accountabilities:

- Support the creation and implementation of Strategy & Customer Operations projects and initiatives within a specified timeframe, scope and budget, ensuring strong alignment and cooperation with the cross-functional teams.
- Key responsibilities include: heavy calendaring; travel arrangements; processing expense reports; purchase orders; arranging virtual and face to face meetings; maintaining function org charts.
- Support budget (\$/FTE) planning and tracking in alignment with business priorities.
- Craft and deliver internal and external communications.
- Assist the preparation of key documents and presentations for senior stakeholders.
- Organize and coordinate large face-to-face and virtual meetings such as Town Halls, Forums, etc.
- Maintain a high level of confidentiality and securely handle sensitive material with all levels of management, in a professional manner.

Essential Requirements:

- Excellent interpersonal and written/oral communication skills required for interaction internally and with external partners, ability to lead by influence.
- At least 2+ years project management experience.
- University degree.
- Good proficiency in project management and presentations development. (strategy, concept, design) is required.
- Proactive, hands-on and curious professional.
- Strong understanding of Novartis Pharmaceuticals and or Pharmaceutical Industry organizational policies and procedures will be an advantage.
- Strong communication skills & learning agility.
- Prior experience in working for a multinational/matrixed organization would be advantageous.

- Technical – highly proficient in project management and Microsoft Office (PowerPoint, Excel).

Desired Requirements

- Prior experience in working for a multinational/matrixed organization would be advantageous.

Languages:

- Spanish
- English

Benefits and Rewards:

Company Pension Plan, Life and Accidental Insurance, Meals Allowance or Canteen in the office, Flexible working hours. Read our handbook to learn about all the ways we'll help you thrive personally and professionally: [Novartis Life Handbook](#)

Commitment to Diversity and Inclusion / EEO

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

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>

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>

Division

International

Business Unit

Innovative Medicines

Location

Spain

Site

Barcelona Gran Vía

Company / Legal Entity

ES06 (FCRS = ES006) Novartis Farmacéutica, S.A.

Functional Area

BD&L & Strategic Planning

Job Type

Full time

Employment Type

Regular

Shift Work

No

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2. <https://www.novartis.com/about/strategy/people-and-culture>
3. <https://talentnetwork.novartis.com/network>
4. https://novartis.wd3.myworkdayjobs.com/es/Novartis_Careers/job/Barcelona-Gran-Va/C-G-Strategy---Customer-Operations-Projects-Coordinator_REQ-10015809
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