

# Admin Specialist

Job ID  
REQ-10018340  
Nov 21, 2024  
Czech Republic

## Summary

Join our dynamic Europe procurement team and be a part of Novartis – leading innovative medicines company that values innovation, collaboration, and excellence. We are looking for a highly organized and proactive Team Admin Specialist to support our leadership team and ensure the smooth operation of our office.

## About the Role

### What will you do?

- **Administrative Support:** Provide day-to-day administrative support to leadership team, assisting with various tasks as needed.
- **Communication:** Act as a liaison, communicating effectively with internal and external stakeholders on behalf of the leadership.
- **Outlook Calendar Management:** Efficiently manage multiple executive schedules, including appointments and travel arrangements.
- **Event Organization:** Plan and organize internal team events and workshops to foster team collaboration and engagement.
- **Onboarding:** Facilitate the onboarding process for new joiners, ensuring a seamless integration into the team.
- **Confidentiality:** Handle sensitive and confidential information with the utmost professionalism and discretion.
- **Procurement Infrastructure Management:** Oversee internal procurement infrastructure, including Teams channels and Outlook distribution lists.

## Requirements

- Strong project management skills and the ability to multitask in a dynamic environment!
- Excellent organizational and time management skills.
- Proficiency in Microsoft Office Suite (Outlook, Teams, Word, Excel, PowerPoint).
- Strong and Fluent English Communication (written and verbal)
- Team player with a positive attitude and a strong sense of ownership and attention to detail
- Ability to handle confidential information with discretion.
- Proactive and able to work independently with minimal supervision.
- Flexibility and curiosity to adapt to changing priorities and deadlines.

**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:** 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>

**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>

**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

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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## Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to [di.cz@novartis.com](mailto:di.cz@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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