

Senior Administrative Assistant

Job ID
REQ-10035320
Mar 07, 2025
USA

Summary

The Senior Administrative Assistant to the Chief of Staff, Corporate Affairs, helps ensure his time is optimized for strategic priorities by managing administrative tasks such as calendaring and expenses, driving seamless team operations, facilitating smooth communication and efficient coordination within the team, contributing to strategic projects, and more. This position will also serve as a back-up to the Senior Executive Assistant to the Chief Corporate Affairs Officer.

The role requires a seasoned professional with excellent communication skills and the ability to thrive in a fast-paced, high-demand environment. The ideal candidate will be a trusted partner to the Chief of Staff, and the position requires the Senior Assistant to be proactive, detail-oriented and collaborative with a positive, can-do approach to challenges and a focus on continuous improvement.

Novartis will not sponsor visas for this position.

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

This role is required to be in our East Hanover, NJ office 3x/week.

About the Role

Key Responsibilities:

- Handle confidential information with absolute discretion and sound judgement.
- Proactively manage and optimize the Chief of Staff's calendar, facilitating a meeting schedule that matches team priorities and responsibilities and anticipate scheduling needs and conflicts.
- Organize and prepare for regular team meetings, including creating meeting agendas, sourcing pre-reads, liaising with presenters, and more. Take meeting minutes, and ensure the team follows up on key decisions and action items.
- Plan and execute team events and off-site activities. Handle logistics including venue selection, catering, and coordinating with vendors.
- Plan and coordinate domestic and international travel for the Chief of Staff, maximizing time and efficiency while minimizing cost.
- Support the onboarding of new team members and assist with department training logistics (i.e. coordinating training schedules, providing access to teach and systems, and facilitating introductions).
- Support team financial processes and budget tracking, including the opening and tracking of Purchase

Orders (POs), the required navigation of compliance and procurement processes, and more.

Minimum Requirements:

- Associate's or Bachelor's degree
- 1+ year of proven experience supporting a leader in a large corporation

Skills:

- Flawless execution of administrative tasks
- Exceptional professionalism in liaising with internal and external partners
- Strategic and impactful contributions to strategic projects
- Efficient process management and sense of urgency

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Commitment to Diversity & Inclusion: Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between \$70,000 - \$130,000 / year; however, while salary ranges are effective from 1/1/25 through 12/31/25, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an "at-will position" and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

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Accessibility & Reasonable Accommodations

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division

Corporate Affairs

Business Unit

Corporate

Location

USA

State

New Jersey

Site

East Hanover

Company / Legal Entity

U061 (FCRS = US002) Novartis Services, Inc.

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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