

# TA Coordinator

Job ID  
REQ-10037990  
Jan 31, 2025  
Slovakia

## Summary

185+. This is the number of people dedicated to winning people`s heart and minds.

Our MISSION is to discover new ways to improve and extend people's lives. We use science-based innovation to address some of society's most challenging healthcare issues. We discover and develop breakthrough treatments and find new ways to deliver them to as many people as possible.

Responsible for the creation and execution of marketing plans for the assigned product portfolio. Leads the orchestration for the development and implementation of initiatives to drive customer satisfaction and positive experience with Novartis solutions for patients and HCP needs beyond medicines. Accountable for driving and optimizing profitability, sales, market share growth and revenue. Elaborate local strategy and tactical plans for a specific customer group and ensure their implementation; this includes developing close relationships and calling on targeted customers as well as executing field activities.

## About the Role

The role involves providing independent administrative support both locally and globally, ensuring that service levels meet site-specific requirements. This position is responsible for delivering efficient administrative services and handling a variety of administrative tasks, while also contributing to the optimization of processes and procedures. The role requires active collaboration with team members and associates, and the management of administrative tasks related to specific projects and daily operations.

## Major Accountabilities:

- **General Administrative Support:** Manage day-to-day administrative duties and maintain operational processes, including during the absence of the line manager or team members.
- **Team Interaction:** Advise, inform, and support team members and associates from other departments on specific processes, guidelines, and services related to the administrative function.
- **Process Optimization:** Contribute to improving current processes and assist with the introduction of new or modified workflows within the administrative scope.
- **Project Task Management:** Take responsibility for managing clearly defined administrative tasks in specific projects, ensuring they are completed within defined timelines.
- **Supervision and Support:** Assist in onboarding new employees, ensuring a smooth transition into their roles within the administrative area. Oversee the work of colleagues in the administrative team, including apprentices and new employees.
- **Procedure Coordination:** Plan, coordinate, and streamline administrative procedures, ensuring systems are effective and efficient.

- **Reporting and Compliance:** Ensure timely reporting of technical complaints, adverse events, or special case scenarios concerning Novartis products, and distribute marketing samples as required.
- **Key Performance Indicators (KPIs):** Strive for continuous improvement in processes and procedures, manage office needs, and handle contracts with contractors.

### Minimum Requirements:

- **Work Experience:** Previous experience in a cross-cultural environment and ability to collaborate across organizational boundaries.
- **Skills:**
  - Strong customer value orientation and experience in co-creating compelling solutions.
  - Proven ability to manage diversity and proactively solve challenges.
  - Deep understanding of organizational structures, working practices, and knowledge management.
  - Skilled in transaction deal structuring and sharing insights within the team.
  - Effective communicator with the ability to share knowledge and best practices, and engage in storytelling for clear communication.
  - Time management expertise and ability to prioritize tasks based on franchise strategy.
  - Able to make timely, well-informed decisions and provide customer-focused solutions.
- **Languages:** Proficiency in English is required.

### Why consider Novartis?

766 million lives were touched by Novartis medicines in 2021, and while we're proud of this, we know there is so much more we could do to help improve and extend people's lives.

We believe new insights, perspectives and ground-breaking solutions can be found at the intersection of medical science and digital innovation. That a diverse, equitable and inclusive environment inspires new ways of working.

We believe our potential can thrive and grow in an unbossed culture underpinned by integrity, curiosity and flexibility. And we can reinvent what's possible, when we collaborate with courage to aggressively and ambitiously tackle the world's toughest medical challenges. Because the greatest risk in life, is the risk of never trying!

### Imagine what you could do at Novartis!

**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

International

Business Unit

Innovative Medicines

Location  
Slovakia  
Site  
Bratislava  
Company / Legal Entity  
SKA2 (FCRS = SK002) Novartis s.r.o  
Functional Area  
Facilities & Administration  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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