

# Administrative Professional/Project Coordinator

Job ID  
REQ-10038173  
Feb 25, 2025  
United Kingdom

## Summary

This role is based at our London, England site

This challenging role will support Global Clinical Ops Head or other leader(s) by independently managing complex administrative and organizational assignments. The successful hire will also be responsible for the planning and execution specific project activities such as coordinating & collating functional information/ data report, change management support activities, financial reporting activities and functional tools management. Don't miss out on this fantastic opportunity!!

## About the Role

### Your Key Responsibilities:

- Manage complex administrative tasks, and organizational assignments independently (such dealing with and replying to departmental leader correspondence, support leaders & departmental appointment, calendar management where agreed, deadline coordination for the department and database administration).
- Independent administrative and organizational assignments including creation and follow up on preparing meetings & presentations, scheduling event planning.
- Proactively support preparation of team meeting, agenda, and follow-up on key action items.
- Support leader in specific S&O activities (such simple budget activities, timecard, org. chart.)
- Run specific functional initiatives (such maintaining functional Social Media Tools (monitors needs to adapt content; independently drives agreement process with respective members and continuously updates/expands/improves these tools).
- Support hiring process of functional GCO associates, set-up interviews with candidates, support talent sessions, consolidate feedback and support on-boarding process of new hires
- Point of contact for cross GCO functional administrative activities. Supports the team and associates from outside the team on services that are specific to the department.
- Support functional communication and sharing platforms including co-ordination and management of communication and information sharing initiatives (including newsletter templates, regular updates etc.). Supports the team with setting up regular meetings, townhalls and face-to-face events. Deals with technical set-up of meetings.
- Coordinates SharePoint from set-up to maintenance of contents. Provide input to improvement of the existing documented process.

### Essential Requirements:

- Commercial training or equivalent (e.g. other vocational qualification)

- Proficiency in coordinating & managing and interpreting specific functional information and update requested by functional leaders (e.g. requesting, tracking, verifying, reconciling functional update and information)
- Professional background as an Administrative Professional, including project coordination responsibilities
- High proficiency in organization, time-management, self-motivation and prioritization skills
- Proven interpersonal skills, with ability to thrive as a team player and successfully build collaborative relationships.
- Ability to work as part of a global team and meet key timelines
- Effective verbal communication skills
- Proven experience in creating presentations with specific expertise with MS Excel and Sharepoint, and willingness to learn new programs/technologies as necessary

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Division

Development

Business Unit

Universal Hierarchy Node

Location

United Kingdom  
Site  
London (The Westworks)  
Company / Legal Entity  
GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.  
Functional Area  
Facilities & Administration  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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