

Executive Assistant REFS US

Job ID
REQ-10038254
Jan 31, 2025
Mexico

Summary

Location: Mexico City #Hybrid

About The Role:

Directly supports the US Head of Real Estate and Facility Services and extended administrative support to the US REFS leadership team. The role acts as a central hub organizing and tracking the team's activities, assisting in regional communications and compiling meeting agendas and reports.

About the Role

Major accountabilities:

- General administrative support to US Head of REFS: Establish routine meeting cadence, calendar management, travel & expense, etc. Ancillary administrative support to broader US REFS team: travel and expense.
- Coordinator of regularly scheduled meetings (example: monthly Leadership Team meeting). Create agenda, solicit input from team members, assemble meeting materials and distribute to team members in a timely manner. MS Power Point proficiency required.
- Maintains key meetings (Global MBR, Steering committees, etc.) in view and ensures responsible contributors are aware of impending deadlines.
- Responsible for collecting input from team members and consolidating into monthly report. Maintain team travel schedule and control budget. Distribute and archive regional communication documents
- Ownership and organization of virtual team space; maintaining documents in an orderly manner. Ability to work within MS Teams required. Able to work independently and remotely. Handling of administrative projects: Acts as project coordinator/manager for administrative projects (design, planning, implementation, communication, etc.)
- Maintain library of key REFS organizational assets: Updated organizational charts, real estate summary deck, building fact sheets & photos, etc.
- Responsible for formatting and distributing REFS advisory notices to impacted associates at respective sites. Requires basic editing documents in English and an understanding of relevant distribution lists for impacted employees.

Minimum Requirements:

- Bachelor's degree or equivalent work experience required.
- Fluent in speaking / writing in English
- 5-7 years of Administrative Experience

- Cross Cultural Experience. Collaborating across boundaries
- Proficient in Microsoft Office Applications
- Ability to collaborate remotely with senior professionals
- Proactive: influence others to meet impending deadlines. Work independently and remotely

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?

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Division

Operations

Business Unit

CTS

Location

Mexico

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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