

# Executive Assistant / Coordinator

Job ID  
REQ-10038862  
Ene 30, 2025  
India

## Resumen

The Executive Assistant supporting the Novartis Leadership team delivers critical administrative assistance to ensure the leader's operation and management tasks are efficiently scheduled and executed. This role involves dealing with sensitive information, managing schedules, and functioning as an intermediary between the leadership and various internal and external stakeholders.

## About the Role

### Major Accountabilities

- Calendar Management, Organizing and scheduling meetings and appointments.
- Maintaining accuracy and timeliness of the leader's calendar, resolving any scheduling conflicts.
- Acting as the primary communication link between the leader and internal as well as external stakeholders.
- Coordinating travel plans, including itineraries, accommodations, and transportation.
- Screening and prioritizing emails, and various other forms of communication.
- Preparing travel expense reports and ensuring their prompt reimbursement.
- Support leadership team visits and other functional events.
- Assisting with the planning, organization, and execution of special projects and events.
- Preparing meeting agendas, collecting briefing materials, and documenting meeting minutes
- Following up on action points noted during meetings
- Handling confidential documents and sensitive information with utmost discretion.

### Ideal Background

The role requires a someone with strong organizational skills, be adept at managing time efficiently, and can work independently without constant supervision to excel in this role.

### Education and Experience

#### Education

University education (minimum bachelor's degree)

#### Languages

Proficiency in English

### Experience & Skills

- A minimum overall experience of 5-10+ years
- Previous experience as an Executive Assistant, Personal Assistant or in a similar role is highly valued.
- Proficiency in Microsoft Products including MS Office, MS Excel, MS PowerPoint, and MS Teams etc.
- Experience of using tools like Concur will be a plus.
- Remarkable organizational skills and efficient time management capabilities.
- Exceptional verbal and written communication skills
- The ability to handle confidential information with utmost discretion.
- Strong problem-solving skills and the ability to take decisions under pressure.
- Proven ability to multi-task and balance priorities in a fast-paced environment.
- Good inter-personal skills to build and maintain professional relationships.
- Attention to detail and a high level of precision in all tasks.

***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.***

***Accessibility and accommodation***

***Novartis is 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 recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversityandincl.india@novartis.com](mailto:diversityandincl.india@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message***

**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>

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División

Operations

Business Unit

CTS

Ubicación

India

Sitio

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Instalaciones y Administración

Job Type

Full time

Employment Type

Regular  
Shift Work  
No  
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