

# Administrative Specialist (EU Public Affairs)

Job ID  
REQ-10027643  
fév 04, 2025  
Belgique

## Résumé

"We're a team of dedicated and smart people united by a drive to achieve together"

The Specialist, EU Public Affairs provides administrative support and project management for the EU Public Affairs team in Brussels. The scope of the role includes leading internal administrative processes, coordinating advocacy events in Brussels and managing interfaces with external and internal stakeholders.

## About the Role

### Key Responsibilities

- Provide administrative support for the EU Public Affairs team, including link to broader Belgium country team and local facility management at office site
- Lead project management for advocacy events taking place in country including coordination with external vendors
- Lead administrative processes (finance, compliance, procurement) for EU Public Affairs team in alignment with region team in Basel
- Manage calendar for the Brussels office, e.g. events, visits from senior leaders and team, key policy events and milestones
- Coordinate annual country outreach event with country PA colleagues in Brussels
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### Essential Requirements

- Bachelor's degree in business administration, communications, or a related field preferred.
- Relevant finance management experience in an international environment
- Professional experience in administrative role, project management or similar position preferred
- Experience in engaging and collaborating effectively with stakeholders across the organisation
- Social media savvy

### Desirable Requirements

- French and Dutch language skills would be an asset.

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Division

Corporate Affairs

Business Unit

Corporate

Emplacement

Belgique

Site

Brussels

Company / Legal Entity

BE03 (FCRS = BE003) Novartis Pharma nv-sa

Functional Area

Communications & Public Affairs

Job Type

Full time

Employment Type

Regular

Shift Work

No

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