

# Executive Assistant REFS US

Job ID  
REQ-10038254  
jan 31, 2025  
Mexique

## Résumé

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

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Division

Operations

Business Unit

CTS

Emplacement

Mexique

Site

INSURGENTES

Company / Legal Entity

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

Functional Area

Installations et administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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