

Executive Assistant

Job ID
REQ-10027317
Ott 23, 2024
Taiwan

Sommario

-Provide administrative support and strategic administrative support to the country president

About the Role

Major accountabilities:

- General administrative support: Deals with complex administrative and organizational assignments independently and takes care of general administrative tasks.
- Involved in orchestration of annual strategic planning processes and above country presentations.
- Interaction: Informs, advises and supports the team and associates from outside the team on processes, guidelines services that are specific to the department.
- Accommodates customer's specific needs.
- Work processes in own area of responsibility: Initiates new processes or modification of processes and coordinates the introduction of new or modified processes.
- Handling of administrative projects: Acts as project coordinator/manager for administrative projects (design, planning, implementation, communication, etc.) -Supervisory tasks: Mentors temporary employees or apprentices or assumes a limited project coordination/management role.
- Proactively engage stakeholders to ensure that on site client's expectations are met through high levels of customer service -Effectively manage service vendor to ensure an on time deliverable system.
- 24/7 emergency call support and site attendance is required.
- Flexibility and ownership of the overall operations.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt

Key performance indicators:

- Enhance operational effectiveness and efficiency
 - Consistently monitor and control the quality of performance
 - Reduce operational costs

Minimum Requirements:

Work Experience:

- Cross Cultural Experience.
- Collaborating across boundaries.
- At least 3 years working in administrative professional

Skills:

- Quality decision making.
- Managing resources.
- Creativity and visioning.
- Being assertive.
- Conflict management.
- Challenging the status quo.
- Influencing and persuading.
- TA Strategy Prioritization.
- Strong organization and project management.
- Analyzing stakeholder requirements.

Languages :

- English and Chinese

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Divisione

International

Business Unit

Innovative Medicines

Posizione

Taiwan

Sito

Taipei

Company / Legal Entity

TW03 (FCRS = TW003) Novartis (Taiwan) Co. Ltd

Functional Area

Strutture e amministrazione

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Job ID
REQ-10027317

Executive Assistant

[Apply to Job](#)

Source URL: <https://www.adacap.com/careers/career-search/job/details/req-10027317-executive-assistant>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Taipei/Executive-Assistant_REQ-10027317-1
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Taipei/Executive-Assistant_REQ-10027317-1