

Administrative Specialist (EU Public Affairs)

Job ID
REQ-10027643
Feb 04, 2025
Belgio

Sommario

"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.

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

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Divisione

Corporate Affairs

Business Unit

Corporate

Posizione

Belgio

Sito

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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