

Admin Specialist

Job ID

REQ-10018340

Sep 06, 2024

Tschechische Republik

Summary

Join our dynamic Europe procurement team and be a part of Novartis – leading innovative medicines company that values innovation, collaboration, and excellence. We are looking for a highly organized and proactive Team Admin Specialist to support our leadership team and ensure the smooth operation of our office.

About the Role

What will you do?

- **Administrative Support:** Provide day-to-day administrative support to leadership team, assisting with various tasks as needed.
- **Communication:** Act as a liaison, communicating effectively with internal and external stakeholders on behalf of the leadership.
- **Outlook Calendar Management:** Efficiently manage multiple executive schedules, including appointments and travel arrangements.
- **Event Organization:** Plan and organize internal team events and workshops to foster team collaboration and engagement.
- **Onboarding:** Facilitate the onboarding process for new joiners, ensuring a seamless integration into the team.
- **Confidentiality:** Handle sensitive and confidential information with the utmost professionalism and discretion.
- **Procurement Infrastructure Management:** Oversee internal procurement infrastructure, including Teams channels and Outlook distribution lists.

Requirements

- Strong project management skills and the ability to multitask in a dynamic environment!
- Excellent organizational and time management skills.
- Proficiency in Microsoft Office Suite (Outlook, Teams, Word, Excel, PowerPoint).
- Strong and Fluent English Communication (written and verbal)
- Team player with a positive attitude and a strong sense of ownership and attention to detail
- Ability to handle confidential information with discretion.
- Proactive and able to work independently with minimal supervision.
- Flexibility and curiosity to adapt to changing priorities and deadlines.

Why Novartis: Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us!

Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

You'll receive: Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation allowance; MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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.

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

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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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>

Division
Operations
Business Unit
CTS
Standort
Tschechische Republik
Site
Prague
Company / Legal Entity
CZ02 (FCRS = CZ002) Novartis s.r.o
Functional Area
Beschaffung
Job Type
Full time
Employment Type
Regular
Shift Work
No
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The Novartis Group of Companies are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

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