

Assistant Legal and ERC Teams

Job ID
REQ-10040711
März 03, 2025
Italien

Summary

*Please ensure you submit an English version of your CV with your application

**We are unable to offer relocation support for this role so please ensure the geographical location is accessible for you and that you have the necessary right to work status.

***Closing date for applications 5th March 2025, 1700, GMT

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

Join Novartis as an Administration Assistant!

Are you an organized and proactive individual with a passion for supporting teams?

Novartis is seeking an Assistant to support our ERC/Legal teams and ensure our activities run smoothly and efficiently.

About the Role

Major Responsibilities

- Responsible for Legal/ERC Staff meeting agenda management, internal and external team department.
- T&E management for internal and external stakeholders' meetings
- Coordinates team(s) events related to logistics, organizational tasks (agenda preparations, pre-reads, content management)
- Support and liaise with Project coordinator in operational activities related to budget, PO and contract management
- Deals with administrative and organizational assignments independently providing to the assigned team guidelines when needed.
- Act as enabler of successful doing business ethically within the assigned areas of responsibilities

Essential Requirements

Fluent written and verbal communication skills in Italian and English

Proven experience as an administrative assistant in a large multinational organisation

Proficiency in MS Office (Word, Excel, PowerPoint, Outlook).

Excellent written and verbal communication skills.

Strong organizational and time-management skills.

Ability to multitask and prioritize tasks effectively.

Desirable Requirements

Degree in Business related subject

Commitment to Diversity & Inclusion:

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

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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>

Division

Legal

Business Unit

Innovative Medicines

Standort

Italien

Site

Milano

Company / Legal Entity

IT08 (FCRS = IT008) Novartis Farma S.p.A.

Functional Area

Einrichtungen und Verwaltung

Job Type

Full time

Employment Type

Regular

Shift Work

No

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representative of the patients and communities we serve.

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