

Staffing Support_Test

Job ID
REQ-10034992
Dec 22, 2024
China

Summary

-To provide services and support to Staffing Managers, typically learning through on the job experience, and undertaking allocated routine activity-specific duties under close supervision and in line with well-established procedures. To coordinate aspects of administrative Staffing processes in support of the overall Staffing effort to cost effectively deliver world class talent across the organisation.

About the Role

Major accountabilities:

- Perform simple, routine, repetitive tasks under close supervision and within well-established procedures to support the provision of administrative services to the TAS team.
- Support TAS Managers in the administration of various recruitment and selection processes.
- Provide clerical assistance to more senior TAS colleagues in support of a smooth and efficient recruitment process.
- Provide clerical and administrative support related to the maintenance of documentation and plans.
- Prepare and submit minor written pro-forma or oral reports on daily activities to track work progress and ensure completion of set tasks.
- Ensure adherence to TAS policies and procedures.
- Provide clerical assistance in TAS Projects at country or BU level.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

Key performance indicators:

- Timely completion of assigned tasks

Minimum Requirements:

Work Experience:

- Participating in volunteer / community projects.

Skills:

- NA.

Languages :

- English.

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Division

People & Organization

Business Unit

CTS

Location

China

Site

Shanghai (Shanghai)

Company / Legal Entity

CN14 (FCRS = CN014) China Novartis Institutes for BioMedical Research Co., Ltd.

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.china@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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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