

# Senior Administrative Assistant

Job ID  
REQ-10041330  
Mar 06, 2025  
USA

## Summary

The primary role of the Senior Administrative Assistant is to support 2 VPs of Account Management/Pricing Strategy and other leaders (4 EDs within the US Market Access organization). The successful candidate must be a team player who can handle multiple assignments in a fast-paced environment with little supervision and possess excellent prioritization/follow-up skills with ability to proactively reach out within the organization to find solutions, anticipating needs of the manager. The Senior Administrative Assistant must be able to anticipate requirements and plan accordingly.

This position will be located at East Hanover, NJ and will not have the ability to be located remotely. Please note that this role would not provide relocation and only local candidates will be considered. This position will require up to 5% travel as defined by the business (domestic and/ or international).

## About the Role

### Key Responsibilities:

- Heavy calendaring, travel arrangements, processing expense reports, arranging internal /external meetings, writing leadership team meeting minutes with action items, and proven ability to operate technologies (i.e. MS Teams, SharePoint, Adobe Connect, Video Conferencing)
- Maintain a high level of confidentiality and securely handle sensitive material with all levels of management, in a professional manner.
- Create and prepare routine presentations/memos/reports for department.
- Create and track purchase orders
- Coordinate with P&O/Talent Acquisition to schedule interviews when necessary; manage updates to distribution lists and organizational charts
- May be responsible for composing correspondences and communicating information on behalf of manager.
- Excellent interpersonal and written/oral communication skills, ability to lead by influence, and design and improve admin processes.

### Essential Requirements:

- Education: High School Diploma required. Bachelor's degree or equivalent 4-Year university degree preferred
- 5+ years of Administrative Assistant experience
- Ability to prioritize duties while working for multiple executives
- Excellent attention to detail with excellent planning and organizational skills
- Highly proficient, demonstrated accuracy and speed in the use of administrative support skills and

standard office tools including MS Office (Outlook, Word, Excel, PowerPoint, and MS Teams), Office Management Set-up; Req to Pay, and Concur

- Experience in using Adobe Acrobat and other software to create and manage multiple document formats including PDF files.
- Demonstrated ability to build collaborative relationships with superior interpersonal skills and excellent customer focus
- Ability to manage and prioritize calendar requests to ensure optimized daily, weekly and monthly schedules.

**Desirable Requirements:**

- Past experience supporting VP leaders with a field-based team
- Strong understanding of Novartis Pharmaceuticals Organizational policies and procedures.

**Commitment to Diversity & Inclusion:** Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

The pay range for this position at commencement of employment is expected to be between \$63,600 and \$118,200/year; however, while salary ranges are effective from 1/1/25 through 12/31/25, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

**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>

**EEO Statement:**

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

**Accessibility & Reasonable Accommodations**

The Novartis Group of Companies are 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 application process, or to perform the essential functions of a position, please send an e-mail to [us.reasonableaccommodations@novartis.com](mailto:us.reasonableaccommodations@novartis.com) or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division

US

Business Unit

Innovative Medicines

Location

USA

State

New Jersey

Site

East Hanover

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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