

Executive Assistant

Job ID
REQ-10069176
май 13, 2026
Марокко

Сводка

As the Executive Assistant to the Country President, you will serve as a strategic partner and trusted advisor, ensuring operational excellence and enabling the Country President to focus on high-impact priorities. This role demands exceptional organizational skills, discretion, and agility to manage complex workflows in a fast-paced, multinational environment. You will coordinate the leadership team's operating rhythm, manage sensitive information, and translate strategic priorities into actionable plans and measurable outcomes.

About the Role

Key Responsibilities

Executive Support & Leadership Coordination

- Manage and optimize the Country President's calendar, prioritizing strategic engagements and anticipating contingencies.
- Prepare high-quality executive materials, including briefings, presentations, decision papers, and reports.
- Maintain an action and decision tracker to ensure accountability and timely execution across leadership initiatives.

Governance, Compliance & Risk Management

- Oversee governance processes, including leadership meetings, quarterly reviews, compliance forums, and audit preparation.
- Ensure strict adherence to company policies and local regulations, safeguarding confidentiality and compliance.
- Coordinate mandatory reporting and maintain audit-ready documentation.

Stakeholder Engagement & Communication

- Act as a liaison between the Country President and internal/external stakeholders, including regional/global teams and industry bodies.
- Support external engagements with strategic partners, ensuring protocol compliance.
- Draft and review executive communications for internal and external audiences, maintaining tone and brand consistency.

Project & Event Management

- Track strategic initiatives, monitor progress, and manage interdependencies.
- Organize leadership offsites, cycle meetings, and high-impact events, ensuring seamless execution from planning to follow-up.
- Coordinate selected marketing activities within the region, including branding support for events, promotional materials, and alignment with corporate communication guidelines.
- Collaborate with cross-functional teams to ensure events and marketing initiatives reinforce strategic priorities.

Operational Excellence

- Oversee travel arrangements, expense management, and vendor coordination.
- Maintain secure archiving of sensitive documents and enforce information governance standards.

Qualifications & Experience

- Bachelor's degree in Business Administration, Communications, or related field; Master's degree preferred.
- 7–10 years of experience supporting senior executives in a multinational environment; pharma/healthcare experience is a plus.
- Fluency in French, Arabic and English required.
- Advanced proficiency in Microsoft 365 and familiarity with enterprise tools ; Power BI knowledge is an advantage.
- Proven ability to manage confidential information and exercise sound judgment.
- Strong project management skills; certification is a plus.
- Experience in event management and marketing coordination is highly desirable.

Core Competencies & Requirements

Core Competencies

- Handles sensitive matters with integrity and professionalism.
- Builds trust and influences effectively across diverse teams.
- Implements structured processes and ensures compliance.
- Communicates clearly and delivers impactful messaging.
- Adapts quickly to changing priorities and thrives under pressure.
- Drives initiatives to completion with accountability.
- Embodies company values and champions diversity and inclusion.
- Managing crises and complex situations.
- Working across cultures and collaborating beyond boundaries.

Skills

- Quality decision-making and resource management.

- Strategic thinking, creativity, and visioning.
- Assertiveness and conflict resolution.
- Challenging the status quo and driving innovation.
- Influencing and persuading stakeholders.
- Transaction structuring and franchise strategy prioritization.
- Analyzing stakeholder requirements to inform decisions.

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Дивизион
International
Business Unit
General Management
Место
Марокко
Сайт
Casablanca
Company / Legal Entity
MA03 (FCRS = MA003) Novartis Pharma Maroc SA
Functional Area
Административные функции
Job Type
Full time
Employment Type
Regular
Shift Work
No

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