

# Sr Administrative Assistant

Job ID  
REQ-10077136  
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США

## Сводка

The Senior Administrative Assistant is an independent, collaborative, motivated team member who provides comprehensive administrative support to CRM DU and Clinical Development leaders and teams. This role interacts with stakeholders at all organizational levels—both internal and external—and requires the ability to thrive in a fast paced, highly matrixed, global environment. Success in this position depends on strong interpersonal skills, sound judgment, discretion in handling sensitive information, and the ability to manage multiple priorities with minimal supervision.

## About the Role

Location: East Hanover, NJ

LI: #onsite

This position will not have the ability to be located remotely.

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you

## Key Responsibilities

The Senior Administrative Assistant provides broad and proactive administrative and operational support across CRM DU and Clinical Development teams, including but not limited to:

- Acting as a key administrative contact for assigned CRM DU and Clinical Development leaders and teams
- Managing complex calendars and scheduling meetings across global time zones
- Handling confidential information with professionalism and discretion
- Coordinating domestic and international travel arrangements
- Processing expense reports through Concur and managing purchase orders and invoice receipts
- Organizing and maintaining global meetings, including video and conference room bookings. Maintaining distribution lists, files, and archival study documentation
- Preparing, proofing, and updating routine and complex documents, presentations, and reports including Confidentiality Disclosure Agreements (CDA) and contracts
- Supporting interview scheduling, onboarding, and requisition processes for new hires. Registering and coordinating visitors and liaising with building services as needed
- Supporting data entry and tracking in internal systems (e.g., TimeSheet, BrassRing, CREDI/SUBWAY, HRCore, Workday, Concur, Horizon)
- Supporting compliance-related activities such as audits or inspections with high attention to quality. Providing guidance, training, and backup coverage to other administrative staff as needed. Contributing to process improvements and supporting changes to workflows in a dynamic environment

## What You'll Bring to the Role

### Education

- Bachelor's degree preferred, or equivalent senior-level administrative experience

### Experience & Skills (Essential Requirements)

- 5–7+ years of advanced administrative or executive support experience within a large, complex, matrixed organization
- Proven ability to exercise independent judgment, manage competing priorities, and solve complex administrative problems
- High level of integrity with demonstrated experience handling highly confidential and sensitive information
- Strong organizational, time-management, and attention-to-detail skills
- Excellent written and verbal communication skills in English
- Advanced proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Experience with enterprise systems such as Concur, Ariba, and related internal platforms strongly preferred
- Ability to adapt quickly to organizational changes and contribute to continuous improvement
- Collaborative, service-oriented mindset and strong team player

### Desirable Requirements

- Advanced secretarial or technical administrative training
- Experience supporting clinical development or research organizations
- Project coordination or informal project management experience

### Additional Information

This role requires on-site presence and does not offer remote or relocation support. Only local candidates will be considered.

The salary for this position is expected to range between \$63,600 - \$118,200 per year.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

To learn more about the culture, rewards and benefits we offer our people [click here](#).

**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>

**Benefits and Rewards:** Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

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**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.

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East Hanover  
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