

Executive Assistant & PSP Coordinator

Job ID
REQ-10077563
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Филиппины

Сводка

#LI-Hybrid

The Executive Assistant and PSP coordinator is responsible for providing multifunctional, operational, and digital administrative support to the Country President & CCFO. As the executive assistant, this role shall support in planning, coordination and execution of internal and external events and meetings as needed. As the PSP coordinator interacts with all the relevant Local, Regional and Global functions to ensure adequate monitoring, tracking and review of Patient Support Program (PSP) controls framework.

About the Role

Major accountabilities:

Provide administrative support to the Country President and CCFO

- Manage superiors' calendars, ensuring that all important meetings and events are scheduled ahead of time.
- Manage superiors' travel requirements, ensuring adherence to policies and guidelines
- Monitor and ensure that reports required by Global, Region, Cluster and local IMI organization are submitted on time.
- Coordinate and manage logistical support for LT meetings, quarterly business review meetings, business reviews with above-country stakeholders, and country governance meetings.
- Ensure accurate minutes of key meetings, for example LT meetings and timely and consistent follow-through of action points. Update the minutes and provide copies to the attendees.
- Maintain systematic filing of office documents including digital archiving for safekeeping and easy retrieval.
- Coordinate and arrange logistics of all official Global/ Region/ Cluster visits to the country as may be required.
- Organize meetings in coordination with Superiors' office. Prepare venue of meeting including materials for presentation. Attend to logistics needed in organizing meetings.

Communication/ Support as Change Agent

- Responsible for the preparation and communication for the Country President and CCFO.
- Maintain confidentiality of information contained in correspondence and communication.

PSP Coordinator

- Responsible for coordinating with all PSP stakeholders to obtain evidence and complete the PSP self-assessment
- Responsible for tracking, monitoring, reporting and follow-up on all PSP CAPAs/ remediation actions by relevant control owners
- Performing a periodic review on PSP programs in line with Local/ Regional/ Global reporting requirements
- Ensure timely updates and escalations to Country President on the various programs.

Minimum Requirements:

- Graduate of any four-year course, preferably business degree.
- Fluent spoken and written English
- Minimum of 5 years' experience in providing administrative support to senior leaders.
- Above average computer knowledge, is adept and can navigate digital technology and tools with ease.
- Strong communication and interpersonal skills.
- Proficient in Microsoft office, Teams, and other IT tools essential for documentation and collaboration
- Prior project management experience is a bonus.
- Enterprise and strategic mindset with strong analytical skills to interpret data and KPIs

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Дивизион
International
Business Unit
General Management
Место
Филиппины
Сайт
Makati City
Company / Legal Entity
PH03 (FCRS = PH003) Novartis Healthcare Philippines, Inc

Functional Area
Административные функции
Job Type
Full time
Employment Type
Regular
Shift Work
No

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3. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Makati-City/Executive-Assistant---PSP-Coordinator_REQ-10077563-1
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