

## Administrative Expert / Professional - temporary contract

Job ID  
REQ-10078062  
май 21, 2026  
Франция

### Сводка

~Responsable de la prestation indépendante de services administratifs approfondis dans un contexte local et mondial. S'assurer que les niveaux de service sont fournis conformément aux exigences du site.

### About the Role

#### Your Role in the Project

As a Marketing Assistant, you will play a central role in supporting the team's activities, including:

- Contributing to the development and rollout of marketing projects and materials
- Supporting the coordination of cross-functional projects (marketing, medical, sales, external partners)
- Participating in the organization of events, meetings, and congresses
- Supporting the smooth operational execution of projects in a demanding and collaborative environment

You will be fully integrated into the team and involved in projects with real visibility.

#### Why Join This Project?

- A dynamic and innovative therapeutic area
- A close-knit, supportive, and committed team
- An assignment that allows you to build skills quickly
- Exposure to a wide range of marketing activities, from strategic thinking to execution
- A strong team and collaborative spirit on a daily basis

#### Required Skills

- Project coordination
- Market support
- Event management
- Cross-functional collaboration
- Operational program management
- Project management
- Microsoft Office Suite
- Problem-solving
- Event planning
- Time management
- Customer relationship management (CRM)
- Collaboration

**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 \(PDF 30 MB\)](#)

Дивизион

International

Business Unit

Marketing

Место

Франция

Сайт

Paris Headquarter (PHARMA)

Company / Legal Entity

FR12 (FCRS = FR012) Novartis Pharma S.A.S.

Functional Area

Административные функции

Job Type

Full time

Employment Type

CDD (durée déterminée)

Shift Work

No

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