

Business Operations Coordinator

Job ID
REQ-10079979
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США

Сводка

The Business Operations Coordinator provides direct administrative support to the BioMedical Research Data & Digital Leadership to ensure productivity through routine administrative activities as well as non-routine activities and special projects.

About the Role

Internal job title: Business Operations Coordinator

Position Location: Cambridge, MA #LI-Onsite

* This role is based in Cambridge, MA. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

We are seeking a highly organized and proactive Business Operations Coordinator to support the BR Data & Digital Leadership within Biomedical Research. In this role, you will be a trusted partner to leadership, enabling smooth day-to-day operations, coordinating complex activities across global teams, and driving administrative excellence through strong planning, discretion, and a continuous improvement mindset. This is an exciting opportunity for a professional who thrives in a dynamic environment and enjoys making a meaningful impact through high-quality operational and organizational support.

The Business Operations Coordinator provides direct administrative support to the BR Data & Digital Leadership to ensure productivity through routine administrative activities as well as non-routine activities and special projects.

Key responsibilities:

- Schedule and manage on-site, off-site and virtual meetings and trainings across international time zones (calendar support, townhalls, workshops, functional meeting series, catering orders)
- Independently identify and initiate process improvement areas across departments or function with limited direction
- Perform special projects and/or other functions to support the business as assigned or proactively identified (locker management, building access management etc.)
- Communicate with management and staff at all levels, handling sensitive and confidential information with discretion
- Partnership with other BR Data & Digital Administrative Assistants for both day-to-day operations as well acting as backup
- Other related job duties as assigned / Office & Site operations management
- Onboarding management internal hires (Hardware/phone order, distribution lists if applicable, TEAMS membership management, training assignments in Up4Growth
- Embrace the Novartis culture and model work behaviors that are consistent with each of the company's core values.

Essential Requirements:

- Experience supporting an executive level manager
- Minimum 5 years of administrative experience
- High school diploma required. Associates or Bachelor's degree preferred or equivalent relevant experience.
- Excellent planning and organizational skills
- Agile mindset with the ability to adapt quickly, reprioritize effectively, and remain focused in a fast-moving and evolving environment
- Proactive and solution-oriented, with the confidence to anticipate needs, take ownership, and drive work forward with limited direction
- Demonstrated accuracy and speed in the use of standard office tools including Word, Excel, and PowerPoint.
- Demonstrated ability to work efficiently and to perform tasks simultaneously with supervision in a fast-paced team environment

Desirable Requirements:

- Continuous improvement mindset with a demonstrated ability to identify inefficiencies, simplify processes, and implement practical solutions
- Strong collaborative approach and proven ability to build trusted partnerships across teams, functions, and organizational levels
- Learning agility and openness to change, with enthusiasm for new tools, ways of working, and opportunities to enhance team effectiveness

The salary range for this position is expected to be between: \$31.08 and \$57.75/hour. 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 \(PDF 30 MB\)](#)

EEO Statement:

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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 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.

Дивизион

Biomedical Research

Business Unit

Research

Место

США

Состояние

Massachusetts

Сайт

Cambridge (USA)

Company / Legal Entity

U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Functional Area

Административные функции

Job Type

Full time

Employment Type

Regular

Shift Work

No

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