

Project Coordinator

Job ID
REQ-10084871
авг 07, 2026
Индия
Available in: English

Сводка

Support GCO Head or GCO leader(s) by independently be responsible of managing complex administrative and organizational assignments. Responsible for the planning and execution specific project activities related to respective GCO function (such coordinating & collating functional information/ data report, change management support activities, financial reporting activities and functional tools management).

About the Role

Major accountabilities

- Independently manage complex administrative and organizational activities, including correspondence management, calendar coordination, appointment scheduling, deadline tracking, and database administration.
- Coordinate, track, verify, and consolidate functional updates and information requests, ensuring timely and accurate reporting for leadership teams.
- Organize and support meetings, presentations, workshops, and events, including planning, scheduling, logistics, and follow-up activities.
- Proactively support leadership and teams by preparing meeting agendas, documenting action items, and monitoring progress against deliverables.
- Assist with operational and support activities such as budget tracking, timecard administration, organizational chart maintenance, and departmental planning processes.
- Drive and maintain functional initiatives and digital collaboration platforms, including social media tools, communication channels, and information-sharing resources.
- Support end-to-end hiring and onboarding processes, including interview scheduling, feedback consolidation, talent review coordination, and new employee onboarding activities.
- Serve as a key point of contact for cross-functional administrative operations, including SharePoint administration, communication initiatives, vendor onboarding, purchase orders, service agreements, and process improvement activities.

Minimum Requirements

- Commercial training, business administration qualification, or an equivalent vocational certification.
- Proven experience in administrative support, executive assistance, and project coordination within a complex organizational environment.
- Strong organizational, time management, and prioritization skills, with the ability to manage multiple tasks independently and meet deadlines.
- Excellent interpersonal, verbal, and written communication skills, with a demonstrated ability to build effective collaborative relationships across global teams.
- Proficiency in Microsoft Office applications, particularly PowerPoint and Excel, along with experience using SharePoint and a willingness to learn new digital tools and systems.

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Дивизион
Development
Business Unit
Development
Место
Индия
Сайт
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Административные функции
Job Type
Full time
Employment Type
Regular
Shift Work
No

Accessibility and accommodation

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