

GSOC Senior Analyst

Job ID
REQ-10084976
авг 05, 2026
Индия
Available in: English

Сводка

Provide highly professional and reliable administrative and organizational services to the Head of Global Security and work independently in assigned areas of responsibility within Global Security department, ensuring compliance with internal requirements

About the Role

Key Responsibilities

- Coordinate executive-level governance activities, ensuring timely submissions and follow-up actions for senior leadership committees.
- Manage complex calendars, meetings, agendas, pre-read materials, and logistics for Global Security leadership.
- Prepare meeting minutes and track action items to ensure timely execution and accountability.
- Maintain Global Security intranet content, user access rights, and data accuracy in partnership with stakeholders.
- Drive project coordination and operational activities while ensuring compliance with Novartis policies and requirements.
- Strong attention to detail, discretion, and ability to handle sensitive and confidential information.

Essential Requirements

- Bachelor's degree in business administration, Operations Management, Human Resources, or a related field.
- Proven experience supporting senior leaders in an administrative, coordination, or business support role.
- Strong organizational skills with the ability to manage multiple priorities and deadlines simultaneously.
- Excellent written and verbal communication skills with experience engaging senior stakeholders.
- Demonstrated proficiency in Microsoft Office applications, including Outlook, PowerPoint, Excel, and Teams.

Desirable Requirements

- Experience supporting senior executives within a global or matrixed organization.
- Relevant experience in Global Security Operations with high proficiency in Everbridge usage and Administration

Commitment to Diversity & Inclusion

We are committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

Accessibility and accommodation

Novartis is 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 recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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
Operations
Business Unit
Administration & Facility
Место
Индия
Сайт
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Юристы, Интеллектуальная собственность, Compliance
Job Type
Full time
Employment Type
Regular

Shift Work
No

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