

Senior Administrative Assistant

Job ID
REQ-10086185
авг 20, 2026
CША

Сводка

#LI-Hybrid

Novartis is seeking a highly experienced, proactive, and trusted administrative professional to provide senior-level executive support and serve as an operational partner to senior leaders. The ideal candidate will bring exceptional judgment, discretion, organizational agility, and polished communication skills, with the ability to engage confidently with leadership teams and key internal and external stakeholders. This role is critical to enhancing executive effectiveness, enabling disciplined prioritization, and driving high-quality execution through business acumen, digital and AI-enabled ways of working, and strong cross-functional collaboration.

This position will be located at the East Hanover, NJ site and will not have the ability to be located remotely. Please note that this role would not provide relocation and only local candidates will be considered.

About the Role

Key Responsibilities:

- Coordinate complex meetings, executive appointments, interviews, conference rooms, catering, and meeting logistics with precision, sound judgment, and a clear understanding of business priorities, to enable professional, seamless, and high-quality meeting experiences. Manage visitor requests through online tool and ensure a professional, welcoming, and well-coordinated visitor experience.
- Strategically manage and optimize executive calendar(s) and travel plans to ensure time, attention, and resources are aligned to the highest-value business priorities. Oversee end-to-end travel requirements, including visa applications and external conference logistics, ensuring accuracy, timeliness, and compliance. Plan and coordinate complex domestic/international travel arrangements, including commercial/private travel, with a focus on efficiency, risk mitigation, and executive readiness.
- Build and actively manage a strong network of senior internal and external stakeholders, enabling alignment, issue resolution, and effective collaboration across functions.
- Champion AI-enabled tools and digital workflows to improve executive productivity, increase information quality, streamline processes, and support evolving ways of working, while serving as a trusted resource for guidance on organizational processes.
- Draft, refine, prioritize, and triage executive communications using AI-assisted tools; respond on behalf of executive(s), as appropriate, while exercising exceptional discretion with highly confidential and sensitive information.
- Prepare, review, and submit expense reports with strong attention to detail and full adherence to applicable policies and controls. Manage purchase orders, R2P processing, invoicing, and related administrative controls to support seamless business operations.
- Oversee office supplies and dispensary items, including Tignum snacks, to ensure a well-supported and professional on-site environment.
- Establish, maintain, and continuously improve digital filing systems, such as OneDrive, for contracts, invoices, purchase orders, and other business-critical documentation.
- Support planning and execution of large-scale annual meetings, conferences, and leadership events with strong attention to detail and stakeholder experience. Manage registration and coordination for conferences, lectures, professional associations, and external engagements.
- Provide seamless backup and continuity support for the Executive Administrative Assistant during vacations, travel, and other absences.
- Design, maintain, and update SharePoint sites and websites to strengthen information access, collaboration, and team effectiveness. Maintain and govern office distribution lists and contact lists to support timely, accurate, and effective communications.
- Serve as a senior role model and peer leader for administrative professionals, including active support of monthly USLT meetings and administrative community priorities, while demonstrating operational excellence through accuracy, responsiveness, sound prioritization, and strong delivery against deadlines in a fast-paced executive environment.

Essential Requirements:

- **Education:** Associate's degree, Bachelor's degree, or equivalent experience.
- Minimum of five years of experience providing high-level administrative support to senior executives and leadership teams in a complex, matrixed organization.
- Demonstrated ability to build trusted relationships, influence without authority, and operate effectively across all levels of the organization with exceptional integrity and judgment.
- Advanced organizational, prioritization, and time-management capabilities, with the ability to maintain composure and effectiveness in fast-paced, high-pressure executive environments.
- Significant experience managing complex executive travel, dynamic calendar priorities, expense reporting, purchase orders, and related business operations processes.
- Executive-level interpersonal and communication skills, with the ability to represent the executive office professionally with internal and external stakeholders across senior management levels.
- Ability to operate independently, exercise sound judgment, and contribute as a trusted and collaborative member of the broader leadership support network.
- Partner effectively with other administrative professionals to enable leadership team meetings, team-building activities, ad hoc strategic projects, and culture-building efforts that strengthen the on-site community.
- Ability to provide reliable ad interim coverage for the Executive Administrative Assistant while maintaining continuity of executive support and stakeholder service.
- Highly proactive in anticipating needs, identifying solutions, thinking beyond established guidelines, demonstrating self-motivation, and quickly adapting to evolving business priorities.
- Sound judgment, strong organizational discipline, meticulous attention to detail, and a demonstrated ability to deliver high-quality outcomes under tight timelines.
- Ability to independently drive follow-through, manage expectations, and deliver results with minimal direction.
- Proven ability to manage highly confidential, sensitive, and business-critical information with discretion, professionalism, and sound judgment.
- Advanced proficiency with MS365, SharePoint, Outlook, Microsoft Office applications (Word, Excel, PowerPoint) in PC Windows or Mac environments, enterprise

systems such as Concur and R2P, and relevant databases.

- Strong digital and AI fluency, with the ability to champion emerging tools, improve productivity, and model future-ready ways of working.
- Flexibility to provide office coverage, logistical support, and travel support in alignment with executive and business needs.

Novartis Compensation Summary:

The salary for this position is expected to range between \$63,600 and \$118,200 per year.

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.

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:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

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

US

Business Unit

General Management

Место

США

Состояние

New Jersey

Сайт

East Hanover

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Административные функции

Job Type

Full time

Employment Type

Regular

Shift Work

No

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