

Administrative Assistant

Job ID
REQ-10087935
сен 21, 2026
CША

Сводка

#LI-Hybrid

Location: East Hanover, New Jersey, United States

Relocation Support: This role is based in East Hanover, New Jersey. Novartis is unable to offer relocation support: please only apply if accessible.

Are you passionate about helping leaders and teams operate at their best? As an Administrative Assistant supporting the FRA Head US and the FRA US leadership team, you will be a trusted partner who brings organization, efficiency, and a proactive mindset to a fast-paced environment. From managing executive calendars and coordinating key meetings to leveraging digital and AI-enabled tools to simplify work, you will have a visible impact on team effectiveness, collaboration, and culture across the organization.

About the Role

- Manage complex calendars, scheduling priorities, meeting logistics, and executive support activities.
- Coordinate in-person and virtual meetings, events, travel arrangements, and visitor experiences.
- Support team communications, leadership updates, onboarding activities, and culture-building initiatives.
- Prepare expense reports, purchase orders, invoices, and other administrative transactions accurately.
- Leverage Microsoft 365, Copilot, and digital tools to improve productivity and collaboration.
- Identify opportunities to streamline, automate, and optimize administrative processes and ways of working.

Essential Requirements

- High School Diploma required; Associate's or Bachelor's degree preferred or equivalent experience.
- Minimum five years of administrative support experience in a fast-paced professional environment.
- Excellent planning, organization, prioritization, and multitasking capabilities.
- Strong written and verbal communication skills with a professional and diplomatic approach.
- Proficiency with Microsoft Office applications including Outlook, Teams, Excel, Word, and PowerPoint.
- Demonstrated ability to work independently, anticipate needs, solve problems, and manage multiple priorities.

Desirable Requirements

- Experience supporting senior leaders or executive teams within a global organization.
- Experience using AI-enabled productivity tools and driving continuous process improvement initiatives.

Benefits & Rewards

The salary for this position is expected to range between \$70,000 – \$130,000 USD Annual 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.

To learn more about the culture, rewards and benefits we offer our people click [here](#).

Commitment to Diversity and Inclusion / EEO paragraph

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

The Novartis Group of Companies are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

Accessibility and Accommodation:

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 in order to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com call +1 (877) 395-2339 and let us know that 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:

Read our handbook to learn about all the ways we'll help you thrive personally and professionally <https://www.novartis.com/careers/benefits-rewards>

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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.

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Сайт
East Hanover
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Employment Type
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