

Strategic Assistant

Job ID
REQ-10089026
Сен. 30, 2026
Греция

Сводка

The Strategic Assistant acts as a trusted advisor and strategic partner to the Country President and Leadership Team, supporting the successful execution of organizational priorities and business objectives. The role drives strategic planning, governance, and cross-functional initiatives, ensuring effective coordination, alignment, and delivery of key business outcomes. Through strong project management, analytical capabilities, and stakeholder engagement, the Strategic Assistant enables efficient decision-making, monitors progress against strategic goals and helps translate strategy into execution across the organization.

About the Role

Major accountabilities:

Strategic Planning & Business Execution

- Support the Country President and Leadership Team in defining, coordinating, and executing strategic priorities.
- Lead key strategic planning processes, including business planning, tactical plans, strategic workforce planning, launch readiness reviews, business reviews, and country strategic roadmaps.
- Identify organizational priorities and support leadership in ensuring accountability for key commitments and deliverables.
- Partner with leadership teams to drive the execution and monitoring of strategic initiatives and business objectives.
- Prepare executive presentations, reports, briefing materials, dashboards, and strategic updates for leadership discussions and business reviews.

Project Management & PMO Leadership

- Lead, direct, and coordinate strategic projects across the organization from initiation to completion.
- Establish project governance, timelines, milestones, success metrics, and risk mitigation plans.
- Monitor project progress and proactively address risks, issues, and dependencies to ensure successful delivery.
- Organize and facilitate project meetings, ensuring clear objectives, decision-making, and timely follow-up of action items.
- Maintain appropriate documentation and reporting structures to support effective project execution and compliance requirements.
- Drive a Project Management Office (PMO) mindset, ensuring prioritization, transparency, and cross-functional alignment.

Stakeholder Management & Organizational Effectiveness

- Build and maintain strong relationships with senior leaders and cross-functional stakeholders.
- Foster a collaborative, inclusive, and speak-up culture across the organization.
- Align stakeholders around strategic priorities, organizational objectives, and business outcomes.
- Support key organizational initiatives aimed at strengthening effectiveness, productivity, and growth.

Leadership Team Support

- Coordinate the Leadership Team agenda, annual roadmap, governance processes, and strategic discussions.
- Facilitate leadership meetings, workshops, and business reviews.
- Ensure effective follow-up and execution of key decisions, actions, and commitments.

Key Performance Indicators

- Successful delivery of strategic priorities and business objectives.
- Quality and timely execution of strategic projects and initiatives.
- Stakeholder management and effective leadership support.
- Achievement of agreed project milestones and success measures.
- Effectiveness of strategic planning processes and business reviews.
- Contribution to organizational effectiveness, launch excellence, and business growth.

Ideal Background

Education

- University degree in Business Administration, Economics, Life Sciences, Marketing, or a related field.

Experience

- Minimum 5 years of experience in an international organization, preferably within the pharmaceutical or healthcare industry.
- Experience in strategic planning, project management, business development, commercial excellence, or consulting.
- Experience working in cross-functional and matrix organizations.
- Previous exposure to commercial, marketing, or business leadership environments is highly desirable.
- Strong sense of challenging the status quo and innovative mindset
- Business and financial acumen
- Demonstrates intellectual curiosity and learning agility, embracing new technologies and responsibly leveraging AI to drive productivity, efficiency and business impact.

Language:

- Fluency in Greek and English, both written and spoken.

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
International
Business Unit
General Management
Место
Греция
Сайт
Maroussi
Company / Legal Entity
GR11 (FCRS = GR001) Novartis Hellas
Functional Area
Маркетинг
Job Type
Full time
Employment Type
Regular
Shift Work
No

[Apply to Job](#)
Job ID
REQ-10089026

Strategic Assistant

[Apply to Job](#)

Source URL: <https://www.novartis.ru/careers/career-search/job/details/req-10089026-strategic-assistant>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
3. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Maroussi/Strategic-Assistant_REQ-10089026-1
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Maroussi/Strategic-Assistant_REQ-10089026-1