

Value & Access Team Assistant

Job ID
REQ-10089100
Окт. 08, 2026
Испания

Сводка

#LI-Hybrid

Are you an organized, proactive professional with a passion for supporting high-performing teams? As a Value & Access Team Assistant, you will provide comprehensive administrative support to ensure the smooth operation of the department. You will coordinate processes, manage key administrative activities, support projects, and act as a trusted partner to the team. This role offers the opportunity to work in a dynamic environment where collaboration, efficiency, and continuous improvement are essential to helping Novartis reimagine medicine for patients.

About the Role

1. Strategic Execution Support

The assistant can help translate the Value and Access Director's strategic priorities into structured actions by:

- Tracking key market access initiatives and ensuring follow-up.
- Supporting execution of pricing, reimbursement, and access plans.
 - Preparing status updates on critical projects.
 - Monitoring deadlines, milestones, and dependencies.
 - Ensuring that cross-functional teams deliver inputs on time.

This allows the director to maintain visibility and control over strategic projects without being absorbed by operational details.

2. Project Management and Coordination

The assistant can act as a central coordination point for access-related projects, including:

- Product launches.
- New indication submissions.
- Pricing and reimbursement processes.
- Health technology assessment activities.
- Budget impact or value dossier preparation.
- Internal governance meetings.

Typical support includes:

- Preparing agendas.
- Taking meeting minutes.
- Tracking action points.
- Following up with stakeholders.
- Maintaining project timelines.
- Escalating risks or delays when needed.

3. Operational Excellence and Process Improvement

The assistant can help the director improve the way the Value and Access function operates by:

- Mapping current workflows.
- Identifying process gaps or inefficiencies.
- Creating standardized templates and trackers.
- Improving document management and version control.
- Supporting the creation or update of standard operating procedures.
- Proposing simplification of repetitive tasks.
- Helping implement best practices across the team.

This contributes to a more efficient, consistent, and scalable Value and Access function.

4. Dashboarding, Reporting, and Performance Tracking

The assistant can support the director by creating and maintaining tools that provide clear visibility on performance and priorities, such as:

- Market access project dashboards.
- Pricing and reimbursement status trackers.
- Launch readiness trackers.
- Stakeholder engagement trackers.
- Budget impact follow-up reports.
- Key performance indicator dashboards.

This helps the director make better-informed decisions and quickly identify where attention is needed.

5. Preparation of Leadership Materials

The assistant can support the preparation of high-quality materials for internal and external meetings, including:

- Executive summaries.
- PowerPoint presentations.
- Briefing documents.
- Access status reports.
- Governance committee materials.
- Business review slides.
- Market access updates for senior leadership.

This ensures that the director has clear, accurate, and well-structured materials for decision-making and communication.

Why Novartis?

At Novartis, we are committed to transforming healthcare through innovation and collaboration. We believe our people are our greatest strength and are dedicated to creating an inclusive environment where everyone can thrive, develop, and make a meaningful impact on patients' lives.

Benefits & Rewards

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Annual Base Salary Range for role: 30,500.00 - 43,500.00 - 56,600.00 EUR Annual

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

You may be eligible for a company vehicle or a car allowance in accordance with the applicable local Novartis policies and guidelines.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

Read our brochure to learn more about our global total rewards offering:

https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

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 \(PDF 30 MB\)](#)

Primary location salary range

€30,500.00 - €56,600.00

Дивизион

International

Business Unit

Other

Место

Испания

Сайт

Madrid Delegación

Company / Legal Entity

ES06 (FCRS = ES006) Novartis Farmacéutica, S.A.

Functional Area

Административные функции

Job Type
Full time
Employment Type
Regular
Shift Work
No

Job ID
REQ-10089100

Value & Access Team Assistant

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