

Executive Assistant / Project Coordinator, Administration

Job ID
REQ-10089902
Окт. 16, 2026
Ирландия

Сводка

Be at the heart of a dynamic Immunology Development team, helping senior leaders stay focused on the work that matters most. As Executive Assistant / Project Coordinator, you'll combine high-quality executive support with hands-on project coordination, helping to manage complex schedules, meetings, travel and team activities while keeping key administrative processes running smoothly. This is an opportunity to work in a fast-paced, international environment, build strong relationships across the organisation and make a tangible contribution to the effectiveness of the team.

About the Role

Job Title: Executive Assistant / Project Coordinator

#LI-Hybrid

Location: Dublin, Ireland

Contract: Fixed-term contract from November 2026 until June 2027

Relocation Support: This role is based in Dublin, Ireland. Novartis is unable to offer relocation support: please only apply if accessible.

Key Responsibilities

- Proactively manage complex calendars for senior Immunology Development leaders, anticipating priorities, conflicts and changing business needs.
- Coordinate meetings, communications and scheduling requests to ensure senior leaders' time is organised effectively.
- Prepare meeting materials, presentations and agendas, capturing minutes and follow-up actions where required.
- Coordinate team meetings, town halls, events and off-site activities, including venues, catering and external vendors.
- Arrange domestic and international travel, including itineraries, accommodation, transportation and associated expenses.
- Support financial administration, including purchase orders, expense management and budget tracking.
- Contribute to administrative projects and process improvements while providing reliable support across the wider team.

Essential Requirements

- At least five years' experience providing executive-level support within a large, complex organisation.
- Strong organisational skills with the ability to manage competing priorities in a dynamic, fast-paced environment.
- Excellent written and verbal communication skills, with confidence engaging diverse internal and external stakeholders.
- High levels of professionalism, discretion and sound judgement when handling confidential or sensitive information.
- Advanced proficiency in Microsoft Office, including preparing professional PowerPoint presentations.
- Experience supporting financial administration, including purchase orders, expense management and budget tracking.

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: €44,590.00 - 63,700.00 - 82,810.00 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.

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.

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

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
€44,590.00 - €82,810.00
Дивизион
Development
Business Unit
Development
Место
Ирландия
Сайт
Dublin (NOCC)
Company / Legal Entity
IE02 (FCRS = IE002) Novartis Ireland Ltd
Functional Area
Административные функции
Job Type
Full time
Employment Type
Temporary (Fixed Term)
Shift Work
No

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List of links present in page

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2. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
3. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Dublin-NOCC/Executive-Assistant---Project-Coordinator--Administration_REQ-10089902-1
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Dublin-NOCC/Executive-Assistant---Project-Coordinator--Administration_REQ-10089902-1