NOVARTIS

Executive Assistance, AI Office

Job ID
REQ-10091262
Ноя. 03, 2026
Швейцария

Сводка

#LI-Hybrid

Location: Basel, Switzerland

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

Step into a role where your organizational excellence and proactive mindset will directly support strategic leadership across international teams. As Executive Assistant to the International AI Office Head, you'll be at the heart of global initiatives, ensuring seamless operations and enabling high-impact decision-making. This is more than an administrative position—it's a chance to shape how Novartis delivers innovation and collaboration across borders.

About the Role

Key Responsibilities

- Provide executive-level administrative support to the International AI Head and team
- Coordinate complex scheduling across global time zones for meetings and trainings
- Organize logistics for international business travel and submit expense reports
- Manage on-site, off-site, and virtual meetings with precision and discretion
- Lead administrative projects with defined scope, timelines, and deliverables
- Streamline and optimize administrative processes for improved team efficiency
- Act as liaison for departmental guidelines and services across internal teams
- Maintain confidentiality while handling sensitive information and communications
- Support cross-functional collaboration and contribute to special initiatives
- Model Novartis values through proactive ownership and operational excellence

Essential Requirements

- Proven ability to manage multiple priorities with efficiency and professionalism
- Strong organizational skills and attention to detail in a fast-paced environment
- Excellent verbal and written communication skills across diverse audiences
- Demonstrated discretion in handling confidential and sensitive information
- Bachelor's degree or equivalent professional experience
- Advanced proficiency in MS Word, Excel, and PowerPoint
- Ability to work independently with minimal supervision
- High tolerance for deadlines and conflicting priorities

Desirable Requirements

- Experience supporting senior leadership in a global, matrixed organization
- Proven ability to manage cross-cultural interactions and foster inclusive collaboration

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:65,870.00 - 122,330.00 CHF

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.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters Long-term equity awards granted at group level may also be part of your package. Further details will be provided during the application process.

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

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.

Commitment to Diversity and Inclusion

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

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 professionallyhttps://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)

Primary location salary range
CHF65,870.00 - CHF122,330.00
Дивизион
International
Business Unit
Marketing
Место
Швейцария
Сайт
Basel (City)

Company / Legal Entity
C028 (FCRS = CH028) Novartis Pharma AG
Functional Area
Административные функции
Job Type
Full time
Employment Type
Regular
Shift Work
No

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