NOVARTIS

Executive Assistant

Job ID
REQ-10091311
Ноя. 20, 2026
Италия

Сводка

The Executive Assistant provides proactive and confidential support to the Country President, ensuring effective management of priorities and smooth coordination of daily activities.
The role acts as a key point of contact for internal and external stakeholders and supports the Country President and Leadership Team in the effective organization of key activities and priorities.

About the Role

Major accountabilities:

- Manage the Country President’s calendar, meetings and key priorities.
- Coordinate domestic and international business travel and related expenses.
- Act as a key point of contact for internal and external stakeholders.
- Manage correspondence and confidential information with professionalism and discretion.
- Monitor key deadlines and ensure timely follow-up on agreed actions.
- Support administrative activities, including purchase orders, contracts, invoices and budget-related tasks
- Collaborate with TA’s Executive Assistants across the organization
- Identify opportunities to simplify and improve administrative processes.
- Ensure activities are managed in line with company policies and ethical standards.

Key performance indicators:

- Enhance operational effectiveness and efficiency-Data accuracy and respect deadlines on assigned tasks

Ideal Background

- University Degree
- Significant experience as an Executive Assistant or Senior Administrative Professional, preferably supporting senior or executive-level management.
- Excellent written and verbal communication skills in Italian and English.
- Strong proficiency with digital tools
- Excellent planning, organizational and prioritization skills, with the ability to manage multiple complex activities and changing priorities.
- High level of accuracy, attention to detail and commitment to quality.
- Strong interpersonal skills and the ability to interact confidently and professionally with senior internal and external stakeholders.
- Demonstrated ability to handle confidential and sensitive information with discretion and sound judgement.
- Proactive, solution-oriented and service-focused approach.
- Great attention to details, organizational and multitasking skills
- Operational Excellence

Why Novartis? Our purpose is to reimagine medicine to improve and extend people’s lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: 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

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.

People and culture

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
€35,200.00 - €65,400.00
Дивизион
International
Business Unit
General Management
Место
Италия
Сайт
Milano
Company / Legal Entity
IT08 (FCRS = IT008) Novartis Farma S.p.A.
Functional Area
Административные функции
Job Type
Full time
Employment Type
Regular
Shift Work
No

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