NOVARTIS

Strategic Assistant, WEC

Job ID
REQ-10093212
Ноя. 20, 2026
Швейцария

Сводка

As Strategic Assistant WEC, you will play a key role in enabling the effective operation of the WEC leadership organization. Working closely with senior leaders and cross-functional stakeholders, you will support strategic priorities, business planning, governance, and execution across the organization.

This role goes beyond traditional administrative support. You will operate at the heart of the business, helping connect priorities across functions, ensuring effective preparation and follow-through on key leadership activities, and supporting the execution of strategic initiatives.

You will work in a dynamic, international environment and will have exposure to a broad range of business topics and senior stakeholders across Novartis.

About the Role

Major Accountabilities

- Provide high-quality strategic and operational support to WEC leadership, enabling effective prioritization, decision-making and execution.
- Support the development, coordination and follow-up of key business priorities, strategic plans and leadership initiatives.
- Coordinate and prepare leadership meetings, business reviews and other key governance forums, ensuring clear agendas, high-quality materials and effective follow-up of decisions and actions.
- Work across functions to facilitate alignment on priorities, deliverables, timelines and dependencies.
- Support the preparation of presentations, briefing materials, strategic communications and other content for senior leadership audiences.
- Monitor agreed actions and milestones, proactively following up with stakeholders to help ensure timely delivery.
- Help drive alignment across countries, functions and teams and facilitate the effective flow of information across the WEC organization.
- Support cross-functional and cross-business initiatives, helping bring together the appropriate expertise and stakeholder input.
- Build strong and trusted relationships with internal stakeholders across local, regional and global teams.
- Identify opportunities to simplify processes, improve ways of working and increase organizational effectiveness.
- Handle sensitive and confidential business information with a high level of discretion and professionalism.
- Support a collaborative, inclusive and high-performing culture, encouraging open communication, feedback and continuous improvement.
- Act as a trusted point of contact for leadership priorities and proactively anticipate business and organizational needs.
- Ensure activities are conducted in accordance with Novartis policies, procedures and ethical standards.
- Ensure timely reporting of technical complaints, adverse events and special case scenarios related to Novartis products within 24 hours of receipt, where applicable.

Key Performance Indicators

Success in this role will be demonstrated through:

- Effective execution and follow-up of WEC strategic priorities.
- High-quality and timely preparation of leadership meetings, business reviews and strategic materials.
- Strong coordination and collaboration across functions and geographies.
- Effective stakeholder management and communication.
- Timely delivery and tracking of key actions, decisions and priorities.
- Continuous improvement and simplification of leadership and business processes.
- Strong contribution to an inclusive, collaborative and high-performing culture.

What You’ll Bring to the Role

- Strong business acumen and the ability to understand complex organizational and strategic topics.
- Excellent organizational and project-management capabilities with strong attention to detail.
- Ability to manage multiple priorities in a fast-paced and international environment.
- Excellent written and verbal communication skills, with the ability to create concise, senior-level presentations and briefing materials.
- Strong stakeholder-management skills and the confidence to interact effectively with senior leaders.
- A proactive, solution-oriented mindset with the ability to anticipate needs and drive topics forward independently.
- High degree of discretion and sound judgment when dealing with confidential or sensitive information.
- Strong collaboration skills and the ability to work effectively across functions, countries and organizational levels.
- Excellent working knowledge of Microsoft 365 tools, particularly PowerPoint, Outlook, Teams and Excel.
- Fluent English; additional European languages are an advantage.

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:126,000.00 - 180,000.00 - 234,000.00 CHF 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

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
CHF126,000.00 - CHF234,000.00
Дивизион
International
Business Unit
General Management
Место
Швейцария
Сайт
Basel (City)
Company / Legal Entity
C028 (FCRS = CH028) Novartis Pharma AG
Functional Area
Коммерция и общий менеджмент
Job Type
Full time
Employment Type
Regular
Shift Work
No

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