NOVARTIS

Sr. Administrative Assistant

Job ID
REQ-10093227
Ноя. 17, 2026
США

Сводка

The Senior Administrative Assistant role will provide high-impact, proactive administrative and operational support to the US Cardiovascular Metabolic (CVM) Therapeutic Area Head (TAH). The candidate selected for this position will serve as a partner and play a key role in enabling strategic focus, proactive and anticipatory planning, and effective collaboration across a complex, fast-moving organization.

The role will be based in the East Hanover, NJ NVS Campus and onsite presence will align with the Hybrid Working guidance.

About the Role

Key Responsibilities:

Responsible for self-directed leadership of all administrative tasks and independent delivery of administrative services for the team members being supported. Examples include:

- Act as a trusted partner to the TAH, managing a variety of priorities while representing the organization with professionalism, discretion, and sound judgment.
- Responsible for proactive complex calendaring, travel management; expense and reimbursement management; and end-to-end PO processing. Complex calendaring includes the ability to anticipate the need for shifts, as well as the ability to resolve conflicts based on sound judgment
- AI Champion & Continuous AI Student: consistent use of AI tools to create efficiencies and enhance work product, while continue to grow AI capabilities and use of AI tools (e.g. CoPilot, CoPilot Agents, CoWorker, Claude, etc.)
- Leadership: attend specific team meetings to gain context and take proactive action to enable follow-ups. In addition, coordinate team meetings, strategy sessions, and offsites, and ensure agendas, pre-reads, and materials are prepared, aligned, and distributed on time.
- Cross-Functional Stakeholder Coordination: Serve as a central coordination point.
- Operational Excellence & Ways of Working: Drive consistency and efficiency across leadership operations by improving administrative processes, tools, and ways of working. This includes the use of AI tools to help achieve these objectives
- Information & Content Management: Manage executive correspondence, presentations, and documentation with high attention to detail and confidentiality. Manage knowledge management system through SharePoint, MS Teams, or other technologies.
- Communications & Alignment Support: Partner with internal communications, strategy, and transformation teams to support leadership communications and key initiatives.
- Compliance, Quality & Confidentiality: Ensure adherence to Novartis policies, data privacy, and compliance requirements.
- Administrative Community Leadership: Collaborate with other Executive Assistants, provide backup coverage, and contribute to the admin community.

Essential Requirements:

- Education: High School Diploma is required, Associate's Degree or Bachelor’s Degree is preferred
- Minimum 5+ years of administrative experience
- Extensive experience supporting multiple senior leaders in a global, matrixed organization
- Proven ability to manage complexity, competing priorities, and rapid change
- Strong business acumen with a proactive, solutions-oriented mindset
- Exceptional organizational, communication, and stakeholder management skills
- High level of discretion in handling sensitive and confidential information
- Advanced proficiency with Microsoft 365 and AI tools (Outlook, Teams, PowerPoint, Word, Excel, CoPilot, Claude)
- Comfort working in Data, Digital, Technology, or transformation-driven environments
- Must work collaboratively with other admins in order to support on site team meetings, team building, and other ad hoc project work and culture work to build on-site community

Novartis Compensation Summary:

The salary for this position is expected to range between $63,600.00 and $118,200.00 per year.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

To learn more about the culture, rewards and benefits we offer our people clickhere.

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)

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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США
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New Jersey
Сайт
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Functional Area
Административные функции
Job Type
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Employment Type
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Sr. Administrative Assistant

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