

# Assistant (part time) (f/m/d)

Job ID  
REQ-10020672  
Sep 18, 2024  
Germany

## Summary

~Verantwortlich für die unabhängige Erbringung von fundierten administrativen Dienstleistungen in einem lokalen und globalen Kontext. Stellen Sie sicher, dass die Service-Level in Übereinstimmung mit den Anforderungen des Standorts bereitgestellt werden.

## About the Role

Location: Nuremberg

Part -time

### Major accountabilities:

- Supporting team with purchase orders and related process
- Budget management support together with x-functional team
- Ensuring field team supply with relevant materials together with the team (via PharmaMall)
- Supporting team with complex contracts with healthcare stakeholders
- Trustful and close collaboration with TA assistant and within team of CCO assistants
- Provided there is capacity, organize events and support therapy area communication together with TA assistant

### Minimum Requirements:

#### Work Experience:

- Education or certification in office administration
- Proven experience in an administrative role or similar position
- Prior experience with process management is a plus
- Prior experience with finance related topics is a plus

#### Skills:

- Working with current MS office applications (mainly excel, word).
- Knowledge of organization structures and working practices.
- Time management.
- Effective communication and team player.
- Work autonomously.

#### Languages :

- English.

- German

## 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>

## You'll receive:

You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook:

<https://www.novartis.com/careers/benefits-rewards>

## Commitment to Diversity & Inclusion:

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

Hiring decisions are only based on the qualification for the position, regardless of gender, ethnicity, religion, sexual orientation, age and disability.

## Adjustments for Applicants with Disabilities:

The law provides for severely disabled / equal applicants the opportunity to involve the local representative body for disabled employees (SBV) in the application process. If you would like to request this, please let us know in advance as a note on your CV.

## Join our Novartis Network:

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

**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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:

<https://talentnetwork.novartis.com/network>

**Benefits and Rewards:** Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

International

Business Unit

Innovative Medicines

Location

Germany

Site

Nuremberg (Non-Sales Force) (Novartis Pharma GmbH)

Company / Legal Entity

DE14 (FCRS = DE014) Novartis Pharma GmbH

Alternative Location 1

Munich (Non-Sales Force) (Novartis Pharma GmbH), Germany

Functional Area

Facilities & Administration

Job Type

Part time

Employment Type

Regulär

Shift Work

No

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