

Practicante BE&E

Job ID
REQ-10027153
Nov 05, 2024
Colombia

Summary

The primary responsibility is to provide administrative, logistic and operational support to the Strategy team.

About the Role

Major accountabilities:

- Provides support to the Strategy department in operational tasks such as planning support, managing workstreams, adherence to timelines, organization of key multi-stakeholder meetings, handle all relevant administrative tasks for new/departing team members

Key performance indicators:

- Timely and efficient delivery of routine tasks - Feedback from internal and external stakeholders regarding organization and preparation - Customer Satisfaction (Head of Strategy, Strategy Team, internal and external stakeholders)

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
Colombia
Site
Bogota (Pharmaceuticals / GDD / NTO / CTS)
Company / Legal Entity
CO01 (FCRS = CO001) Novartis de Colombia S.A

Functional Area

Others

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

Job ID

REQ-10027153

Practicante BE&E

[Apply to Job](#)

Source URL: <https://prod1.id.novartis.com/careers/career-search/job/details/req-10027153-practicante-bee-es-es>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. https://novartis.wd3.myworkdayjobs.com/es/Novartis_Careers/job/Bogota-Pharmaceuticals--GDD--NTO--CTS/Practicante-BE-E_REQ-10027153
5. https://novartis.wd3.myworkdayjobs.com/es/Novartis_Careers/job/Bogota-Pharmaceuticals--GDD--NTO--CTS/Practicante-BE-E_REQ-10027153