

# Assistant (m/f/d)

Job ID  
REQ-10027363  
Oct 30, 2024  
Spain

## Summary

In a role of an Assistant in Novartis, you will be responsible for the independent delivery of profound administrative services in a local and a global context. It is expected you will ensure service levels are delivered in line with site requirements.

## About the Role

### Major accountabilities:

- General administrative support: taking care of general administrative tasks and maintaining the administrative processes.
- Interaction: Informing, advising and supporting the team and associates on processes, guidelines and services that are specific to the department.
- Work processes in own area of responsibility: Supporting optimization of current processes and/or introduction of new or modified processes.
- Handling of administrative projects tasks with clearly defined content and time limitations.
- Planning and coordinating administrative procedures and systems and devise ways to streamline processes.
- Being coordinated in the assistants team.
- Looking after work processes in the areas in which provide assistance as well as your team.
- Control and coordination of complex agendas with Outlook.

### Minimum Requirements:

- Solid experience working as assistant of a General Manager.
- Excellent knowledge of written and spoken English and Spanish.
- Strong interpersonal, communication, prioritization and time management skills.
- Project Management experience.
- Technology savvy.
- Event organization experience.

### ***Commitment to Diversity & Inclusion:***

*We are committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.*

**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

Ethics Risk & Compliance

Business Unit

Innovative Medicines

Location

Spain

Site

Barcelona Gran Vía

Company / Legal Entity

ES06 (FCRS = ES006) Novartis Farmacéutica, S.A.

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

Job ID

REQ-10027363

**Assistant (m/f/d)**

[Apply to Job](#)

---

**Source URL:** <https://prod1.id.novartis.com/careers/career-search/job/details/req-10027363-assistant-mfd-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/Barcelona-Gran-Va/Assistant--m-f-d-\\_REQ-10027363-1](https://novartis.wd3.myworkdayjobs.com/es/Novartis_Careers/job/Barcelona-Gran-Va/Assistant--m-f-d-_REQ-10027363-1)
5. [https://novartis.wd3.myworkdayjobs.com/es/Novartis\\_Careers/job/Barcelona-Gran-Va/Assistant--m-f-d-\\_REQ-10027363-1](https://novartis.wd3.myworkdayjobs.com/es/Novartis_Careers/job/Barcelona-Gran-Va/Assistant--m-f-d-_REQ-10027363-1)