

# Staffing Support\_Test

Job ID  
REQ-10034992  
Dec 22, 2024  
China

## Summary

-To provide services and support to Staffing Managers, typically learning through on the job experience, and undertaking allocated routine activity-specific duties under close supervision and in line with well-established procedures. To coordinate aspects of administrative Staffing processes in support of the overall Staffing effort to cost effectively deliver world class talent across the organisation.

## About the Role

### Major accountabilities:

- Perform simple, routine, repetitive tasks under close supervision and within well-established procedures to support the provision of administrative services to the TAS team.
- Support TAS Managers in the administration of various recruitment and selection processes.
- Provide clerical assistance to more senior TAS colleagues in support of a smooth and efficient recruitment process.
- Provide clerical and administrative support related to the maintenance of documentation and plans.
- Prepare and submit minor written pro-forma or oral reports on daily activities to track work progress and ensure completion of set tasks.
- Ensure adherence to TAS policies and procedures.
- Provide clerical assistance in TAS Projects at country or BU level.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

### Key performance indicators:

- Timely completion of assigned tasks

### Minimum Requirements:

#### Work Experience:

- Participating in volunteer / community projects.

#### Skills:

- NA.

#### Languages :

- English.

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Division

People & Organization

Business Unit

CTS

Location

China

Site

Shanghai (Shanghai)

Company / Legal Entity

CN14 (FCRS = CN014) China Novartis Institutes for BioMedical Research Co., Ltd.

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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

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