

# Operation Assistant

Job ID  
REQ-10035308  
Jan 01, 2025  
Taiwan

## Summary

Provide professional administration support to V&A team.  
Office base support for tender bidding document preparation, account contract preview and communication with the tender team of external vender.

## About the Role

### Major accountabilities:

- Provide administration supports to V&A team, which include: daily operations support, business events and meetings arrangements, NVS guidance expert, and purchasing goods/or services etc.
- Take role as KAM specialist to provide office base support for tender bidding document preparation, account contract preview and communication with the tender team of external vender.
- Proactively monitor/follow-up the progress of assigned tasks and report to business leaders timely.
- Responsible for meeting logistic which including venue booking, catering, meeting material printing, facilities, coordination between internal/and external customers/and vendors, and other ad-hoc assignments
- Prepare regular business reports for responsible teams timely and accurately
- Conduct cross-functional communication/follow-up of business process to complete tasks/assignments
- Partner with Compliance Officer to build up the internal control governance and ensure its execution excellence

### Key performance indicators:

- Deliver operational support with high quality
- Demonstrate excellent cooperation and collaboration with cross-functional stakeholders to ensure operation efficiency and effectiveness
- On-time report delivery

### Minimum Requirements:

#### Work Experience:

- At least 3-year working experience in administration role. With healthcare industry experience is a plus.
- Detail-oriented
- Demonstrate teamwork and willing to learn
- Project excellence in demonstrating strong coordination, collaboration and quality execution
- Good communication and interpersonal skills
- Be familiar with MS office

## Skills:

- Optimizing Customer value by co-creating and developing compelling.
- Managing diversity, challenges and transformation
- Proactive thinking.
- Excellence execution and best practice sharing.
- Knowledge of organization structures and working practices.
- Effective and Storytelling in communication.
- Time Management.
- Company and Department Strategy Prioritization.
- customer focused solutions.

## Languages :

- English
- Chinese

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Division

International

Business Unit

Innovative Medicines

Location

Taiwan

Site

Taipei

Company / Legal Entity

TW03 (FCRS = TW003) Novartis (Taiwan) Co. Ltd

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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