

Executive Administrative Assistant

Job ID
REQ-10051825
Jun 17, 2025
USA

Summary

Location: Cambridge, MA US

The Executive Administrative Assistant to the Global Legal Head, Research and Development will provide administrative support to the department head and other R&D Legal members based at the Cambridge site, and also provide organizational support to the R&D Legal department. The role requires a seasoned professional with excellent communication and organizational skills and the ability to thrive in a fast-paced environment. The ideal candidate will be a trusted partner to the Global Legal Head, helping to optimize their efficiency by managing administrative tasks, coordinating key projects, and maintaining confidentiality in all matters. The position requires the Executive Assistant to be proactive, detail-oriented and collaborative with a positive, can-do approach to challenges and a focus on continuous improvement.

About the Role

Key Responsibilities:

- Serve as the primary contact for the Global Legal Head, managing and prioritizing communications including meetings, phone calls, and other requests. Understand strategic priorities, key relationships and business needs to proactively make recommendations and perform tasks to best support the work of the Global Legal Head and create efficiencies.
- Coordinate and proactively manage the calendar of the Global Legal Head, R&D, anticipating scheduling needs and conflicts, and ensuring optimal time management. Plan and coordinate travel itineraries, accommodations, expenses and transportation arrangements.
- Provide administrative support to the Cambridge-based R&D Legal members as needed, including calendaring, travel arrangements and expenses.
- Prepare and organize materials, presentations, and agendas; take minutes during meetings as needed, and track and assist with post-meeting follow-up action items.
- Prepare and edit various documents, presentations and reports, and manage filing needs for legal and other documents.
- Provide administrative support for R&D Legal special projects and initiatives, including implementation of new processes, planning, communication, and tracking project progress.
- Plan and execute team events, meetings, and off-site activities. Handle logistics including venue selection, catering, and coordinating with vendors.
- Support the onboarding of new team members and assist with department training logistics (i.e. coordinating training schedules, providing access to systems, and facilitating introductions).
- Support team financial processes and budget tracking, including the opening and tracking of Purchase Orders (POs) and external legal firm spend.

- Advise on and support Cambridge facility needs for the R&D Legal team and coordinate with the REFS team as necessary.
- Liaise with the executive administrative assistants in the R&D organizations as necessary to enable effective partnership and support by R&D Legal.
- Work collaboratively and effectively within the broader Security and Legal administrative team, and coordinate administrative tasks as necessary.
- Handle confidential information with discretion and exercise sound judgement.
- Contribute to the culture and community of R&D Legal and the Security and Legal organization more broadly.
- Stay updated on industry trends and best practices in executive administrative support.

Minimum Requirements:

- Associate or Bachelor's Degree in Business Administration or a related area of study is preferred.
- Minimum of 5 years of proven experience supporting a senior leader in a large corporation, preferably within the pharmaceutical industry. Experience working in a Legal environment is a plus but not required.
- Understanding of financial processes, including PO management and expense tracking.

Skills:

- Strong communication and interpersonal skills, with the ability to build positive relationships with internal and external stakeholders.
- High degree of professionalism, integrity, and confidentiality.
- Comfortable working in a dynamic, fast-paced environment with shifting priorities
- Advanced proficiency in Microsoft Office Suite and familiarity with project management tools; Proficiency creating Power Point slides
- Strategic thinking and analytical skills
- Ability to lead and influence collaborators and others without direct line management authority
- Keen eye for detail
- Strong organizational and time-management skills with the ability to multitask and prioritize tasks effectively.
- Ability to work effectively in a matrix organization
- Ability to anticipate needs and proactively address issues.
- Experience with developing and implementing administrative processes.

The salary for this position is expected to range between \$70,000.00 and \$130,000.00 per year.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and

disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

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>

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Division

Legal

Business Unit

Pharma Research

Location

USA

State

Massachusetts

Site

Cambridge (USA)

Company / Legal Entity

U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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