

Senior Administrative Assistant

Job ID
REQ-10053832
May 30, 2025
USA

Summary

Location: East Hanover
#LI-Onsite

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

This position will be located at East Hanover, NJ site and will not have the ability to be located remotely. This position will require minimal travel as defined by the business (domestic and/ or international)."

About the Role:

Professionally and effectively provide Sr. Administrative Assistant support to the Insights and Decision Science team with minimal supervision.

Successful candidate must be a team player who can handle multiple assignments while proactively reaching out within the organization to find solutions, anticipate needs of manager, have excellent attention to detail, and function as a partner.

About the Role

Key Responsibilities:

- Responsible for: heavy calendaring, travel arrangements, processing expense reports, arranging video conferences and internal /external meetings, writing staff meeting minutes with action items, and proven ability to learn new technologies.
- Maintain a high level of confidentiality and securely handle critical material with all levels of management, in a professional manner.
- Excellent interpersonal and written/oral communication skills required for interaction internally and with external partners, ability to lead by influence, and design and improve admin processes.
- May be responsible for composing correspondences and communicating information on behalf of manager.
- Build and prepare routine presentations/memos/reports for approval; the ability to work with financial/budget headcount. reporting systems to provide tracking reports is required
- Handle approval and authorization process on behalf of supervisor for purchasing; exercises pre-determined spending authority.

What You'll Bring to the Role:

Education: High School Diploma is required, Associate's Degree or Bachelor's Degree is preferred

Essential Requirements:

- Experience working with an executive level manager strongly preferred.
- Minimum 5 years of administrative experience
- Excellent planning and organizational skills
- Superior attention to details
- Demonstrated accuracy and speed in the use of standard office tools including Word, Excel, and PowerPoint.
- Demonstrated ability to work efficiently and to perform tasks simultaneously with supervision in a fast-paced team environment
- Ability to be resourceful, obtain information from the Intranet, learn new software programs quickly
- Excellent interpersonal skills (team player)
- Excellent (oral and written) communication skills
- A strong understanding of Novartis Pharmaceuticals Organizational policies and procedures is a plus.

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between \$63,600.00 and \$118,200.00/year; however, while salary ranges are effective from 1/1/25 through 12/31/25, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an "at-will position" and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

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>

EEO Statement:

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The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division

US

Business Unit

Universal Hierarchy Node

Location

USA

State

New Jersey

Site

East Hanover

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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