

Senior Administrative Assistant

Job ID
REQ-10055260
Jun 23, 2025
Mexico

Summary

The successful candidate will provide executive administrative support to the Head of Corporate Security and entire team in East Hanover in a polished and professional manner. Must be a highly motivated, self-directed individual who can handle a variety of sensitive and confidential matters in a professional, mature manner with tact, diplomacy, discretion and good judgment. Must possess excellent organizational skills, the ability to manage multiple priorities simultaneously, and have a high attention to detail with a desire to get the job completed accurately and in a timely manner. Strong initiative and follow-through are essential.

The Executive Administrative Assistant will interact with all levels of management throughout the organization, both domestic and international. Therefore, experience working independently and as an effective and engaged team member, with an ability to succeed in a fast-paced, matrix organization is extremely important. It is critical that the executive administrative assistant have excellent interpersonal skills and the ability to build and maintain professional relationships and partnerships.

In essence, this position handles all personal business matters in order to allow the Head of Corporate Security to focus all efforts towards the optimum management of the Security Team in East Hanover.

About the Role

#LI-Hybrid

Location: Mexico City

This role is based in Mexico City, Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

Key Responsibilities

- Maintaining daily calendar and any other needed schedules as appropriate
- Coordinating and scheduling domestic and international travel
- Preparing and submitting expense reports
- Agenda and document preparation in support of US HR Board Meetings and other meetings, as well as any other necessary logistics (room, food, AV equipment reservations, etc.)
- Routine and complex document preparation, proofing, as well as electronic and hardcopy file setup and management
- Receiving and managing incoming communications, responding to routine requests
- Receiving and referring visitors and telephone calls and answering routine questions

- Arranging maintenance and repair of equipment as needed\Coordination or project management as needed

Education

- Education (minimum/desirable): Associate's and/or Bachelor's degree
- Advanced English proficiency

Experience

- A minimum of 5 years as a senior and/or executive administrative professional supporting executive level management, VPs and/or leadership team members.
- A minimum of five years of working in a large, dynamic, fast-paced and highly matrixed organization.
- High integrity and proven experience handling confidential and sensitive information with discretion and good judgement.
- Proven track record of resourcefulness and success in terms of solving problems and improving processes.
- Project management certification
- Prior experience working in a pharmaceutical company
- Proficiency with internal Novartis systems (Ariba, Concur, etc.).

Skills

- Strong Stakeholder management skills.
- Strong technical skills and an advanced proficiency in Microsoft Word, PowerPoint, Excel and Outlook.
- Excellent command of the English language verbally and in writing.
- Ability to translate complex verbal and written information into well-organized presentations and documents.

Commitment to Inclusion

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

Novartis is committed to work with and provide reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to tas.mexico@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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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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

US

Business Unit

Universal Hierarchy Node

Location

Mexico

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Marketing

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Ajustes de accesibilidad

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a tas.mexico@novartis.com y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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