

Administrative Expert / Professional RDQ

Job ID
REQ-10019448
Aug 22, 2024
India

Summary

-Responsible for the independent delivery of profound administrative services in a local and a global context. Ensure service levels are delivered in line with site requirements.

About the Role

Administrative Expert / Professional RDQ

Location - Hyderabad

About the Role:

Provide operational, administrative and business support to the RDQ leadership team through excellent communication and organizational skills. Managing the day-to-day operations as refer in below Major activities section but not limited.

Key Responsibilities:

- Provide administrative support for Day-to-Day operations.
- Calendar management:
 - Extensive calendar management; proactively prioritizing meetings
 - e-mail surveillance support to the manager / ensure rapid responses to alerts, and availability of key personnel to answer information needs in case of a crisis
 - Proactive management of the agenda of selected RDQ leaders, eg avoid conflicting meetings by proactive alignment with global administration peers
- Logistic arrangements:
 - Ensure all type of logistic arrangements of International along with visa processing (all types).
 - Arrangements for International trip requirements like Hotel / Tickets / cabs / forex / mobile / accommodation transportation etc.
- Coordinating Events both Internal & External, set-up conference calls, taking care of incoming & outgoing Logistics, General correspondence like letters to Embassy/Security/Consultants / Visa support (as per requirements)
- Timely processing Non-PO's (Workflow) follow up with the LF's for fast process and coordinate with the Vendor for requested goods.
- Timely Process the invoices, reimbursements and send them to finance for clearance.
- Ensure smooth communication, policies/procedures, deliverables are in compliance with global set-up.
- Key enabler and provide support for LT based at US / EU and other time zones.
- Must be able to maintain confidentiality and the decorum of the office.

- Excellent organization skills together with problem solving skills.
- Deputize for other administrative professional, if any

Essential Requirements:

- Minimum of 5 years of relevant experience in a similar role in the field of corporate environment dealing with multi-national experience.
- Must be proficient in the use of Microsoft software (Power point, Word and Excel) and Outlook
- Very good written and spoken English
- Knowledge of other languages an advantage

Desirable Requirements:

- Master's or Bachelor's degree required Preferably university graduate

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Division

Development

Business Unit

Innovative Medicines

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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