

# Executive Assistant, Finance Management

Job ID  
REQ-10033977  
Dec 18, 2024  
Spain

## Summary

The Executive Assistant, Finance Management will be 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

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The Executive Assistant, Finance Management will be 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.

**Location:** Barcelona, Spain #LI-Hybrid

### Responsibilities:

Your responsibilities will be but are not limited to:

- Serve as the primary contact for the CFO Operations, managing and prioritizing communications including meetings, phone calls, and other requests, ensuring optimal time management
- Provide high-level administrative support to senior leaders within the Finance Management Team
- Manage complex calendars, organize meetings, and coordinate appointments across time zones
- Prepare and distribute meeting agendas, minutes, and follow-up actions
- Handle sensitive and confidential information with professionalism and discretion
- Plan and coordinate domestic and international travel for the CFO Operations, manage travel itineraries, accommodations, expenses and transportation arrangements
- Support the preparation of presentations, financial reports, and documentation as needed
- Liaise with internal and external stakeholders, fostering strong relationships across the organization
- Manage correspondence, prioritizing emails and communications for senior leaders
- Organise and coordinate team events, workshops, and off-site meetings

### Minimum requirements:

- Proven experience as an Executive Assistant, Personal Assistant, or similar role, supporting an executive-level leader in a large corporation
- Strong organisational skills with the ability to prioritize tasks and manage multiple deadlines
- Understanding of financial processes, including PO management and expense tracking
- Advanced proficiency in Microsoft Office Suite and familiarity with project management tools
- Ability to work independently and proactively anticipate needs in a fast-paced environment

- Strong time management skills with a focus on delivering results under pressure

**Desirable for the role:**

- Bachelor's degree or equivalent professional certification in business administration or related field
- Previous experience using SAP Ariba to place PO's for logistics

**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>

**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>

**Commitment to Diversity & Inclusion:**

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

**Accessibility and accommodation:**

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in any order to receive more detailed information about essential functions of a position, please send an e-mail to [inclusion.spain@novartis.com](mailto:inclusion.spain@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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Division

Finance

Business Unit

CTS

Location

Spain

Site

Barcelona Gran Vía

Company / Legal Entity

ES06 (FCRS = ES006) Novartis Farmacéutica, S.A.

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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