

# Strategic Assistant to Country President

Job ID  
REQ-10034657  
Dec 18, 2024  
Argentina

## Summary

The Strategic Assistant will provide essential support to the Country President of Novartis Argentina to achieve strategic initiatives and operational goals. This pivotal role entails managing the day-to-day operations of the Country President's office, preparing content for strategic initiatives, and overseeing key projects from start to finish. The role demands strong strategic thinking, professional acumen, and the ability to navigate organizational complexities effectively.

The Strategic Assistant will collaborate closely with the local executive team, regional and global functions, and other stakeholders within Novartis. They will act as a trusted advisor and sparring partner to the Country President, proactively addressing issues and ensuring alignment with business objectives. By fostering strong relationships and facilitating communication across the organization, the Strategic Assistant will contribute significantly to the delivery of the Country President's priorities and the advancement of Novartis Argentina's goals.

## About the Role

## Major Responsibilities

- Act as a trusted advisor and sparring partner to the Country President in strategic and operational matters, proactively identifying and resolving issues
- Manage day-to-day elements of the Country President's office, including the preparation of content for strategic initiatives and operational activities
- Drive and manage key strategic projects from inception to completion, ensuring alignment with overall business objectives
- Develop and maintain strong working relationships with key stakeholders across Novartis Argentina and the broader Novartis organization
- Contribute to the creation of strategic documents and materials for executive meetings and board of directors' presentations, guiding and quality-controlling materials prepared by teams
- Facilitate communication and collaboration between the Country President's office and the broader organization, to facilitate the delivery against strategic priorities
- Manage the monthly Innovative Medicines Leadership Team (IMLT) meeting agenda, building trust relationships with IMLT members and beyond
- Continuously seek innovative ways to meet the Country President's priorities and to advance the Organization's goals

## Key Requirements

## Experience

- Degree in Medicine (or Bio Sciences), Engineering or Business Administration with strong academic credentials
- 5+ years of experience in the Life Sciences and/or Healthcare industries
- Experience in Strategy Consulting, Business Development, or a similar strategic role
- Proven track record of managing complex projects and driving them to successful completion
- Experience in preparing high-quality, high-stakes presentations and strategic documents

## Capabilities

- Strong interpersonal skills and effective stakeholder management abilities
- Exceptional clarity in both communication and thought, capable of influencing and building trust at all levels
- Highly analytical and adept at problem-solving, with demonstrated capability in story-lining and attention to detail
- Possesses creative thinking skills and the ability to see beyond the obvious
- Goal-oriented, pragmatic, takes ownership to achieve results with a keen sense of urgency
- Excellent project management and organizational skills, adept at managing multiple priorities in a dynamic, fast-paced environment
- Works independently with minimal oversight, exercising good judgment in seeking alignment or approval
- Proven ability to collaborate efficiently and adapt swiftly across various functional and business areas
- Able to navigate and adapt swiftly across a broad range of functional and business topics
- Exhibits high integrity, professionalism, reliability, and a strong commitment to confidentiality
- Experienced in using Generative AI tools for efficient task execution and creative workflow management

## Languages

- Native Spanish
- Fluent English

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Division

International

Business Unit

Innovative Medicines

Location

Argentina

Site  
Ramallo (Argentina)  
Company / Legal Entity  
AR01 (FCRS = AR001) Novartis Argentina S.A.  
Functional Area  
BD&L & Strategic Planning  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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