

# Executive Assistant

Job ID  
REQ-10056058  
Jun 24, 2025  
India

## Summary

#LI-Hybrid  
Location: Mumbai, India

### About the Role:

Are you a proactive, detail-oriented professional who thrives in a dynamic environment? We're looking for an experienced administrative expert to independently manage and optimize our administrative operations—locally and globally. This role is perfect for someone who enjoys streamlining processes, supporting teams, and making a real impact behind the scenes. If you're ready to be the backbone of a high-performing team, we want to hear from you!

## About the Role

### Key Responsibilities: -

- Provide comprehensive administrative support, ensuring continuity even during team absences.
- Serve as the go-to advisor for internal teams on departmental processes and services.
- Drive improvements by optimizing existing workflows and introducing new procedures.
- Manage administrative tasks within defined project scopes and timelines.
- Support special projects and take ownership of the administrative components.
- Onboard and guide new team members and apprentices in administrative functions.
- Plan and coordinate office procedures and vendor contracts to enhance efficiency.
- Ensure timely reporting of technical complaints, adverse events, and special cases.
- Distribute marketing samples in compliance with applicable guidelines.
- Maintain high standards of service delivery aligned with site requirements.

### Essential Requirements

- Proven experience in cross-cultural and cross-functional collaboration.
- Strong organizational knowledge and understanding of administrative best practices.
- Excellent time management and decision-making skills.
- Effective communicator with a flair for storytelling and insight sharing.
- Demonstrated ability to manage challenges and think proactively.
- Customer-focused mindset with a drive to co-create value.
- Fluent in English; additional languages are a plus.
- Familiarity with knowledge management and transaction structuring is advantageous.

## Commitment to Diversity and Inclusion / EEO paragraph

Novartis is 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 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 [diversityandincl.india@novartis.com](mailto:diversityandincl.india@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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Division

Development

Business Unit

Innovative Medicines

Location

India

Site

Mumbai (Head 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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