

# Senior Administrative Assistant- Translational Clinical Oncology

Job ID  
REQ-10056147  
Jul 02, 2025  
USA

## Summary

The successful candidate will provide administrative support, under minimal supervision, to Leadership in Translational Clinical Oncology. This individual must be highly organized, self-directed and proactive with excellent communication skills and the ability to operate in a professional, mature and discrete manner.

#LI-Hybrid

## About the Role

### Key Responsibilities:

- Under minimal supervision support US-based TCO-LT members, Disease Area Leads, Global Program Managers and Clinical Program Leaders with administrative tasks such as calendar management, complex business travel, meeting preparation, expense reporting and other administrative processes.
- Assist with the onboarding and offboarding of employees within the team
- Organizing internal and external global meetings, videos, and conference calls (e.g. TCO Town Halls, regular US CPLs and PPM meetings; MGH Alliance meetings; virtual ad-boards).
- Provide administrative support for TCO workstreams and initiatives as needed
- Manage Study Concept Review Board (SCRB) meeting logistics, agenda minutes and action items
- Organizing visits, and serving as the point person, from ex-US TCO-LT members, guest speakers, and consultants, and visits from patients e.g. Lung cancer initiative seminars; patient engagement seminars
- Office Management – assist with room bookings and meeting room approvals, office supplies, and other ad hoc administrative needs
- Maintenance of content on intranet and SharePoint sited for supported teams
- Proactively inform leadership of and support optimization of new tools and systems, and inform associates of existing resources to improve culture and personal effectiveness
- Develops an effective business partnership with P&O, REFS, HSE and other support organizations
- Collaborate with peers on planning and coordinating onsite and offsite events and meetings within a budget e.g. End of Year Holiday events
- TCO Administrative Excellence contributor – attendance of monthly TCO Global admin meetings, Partnership with other TCO Administrative Assistants for both day-to-day operations as well acting as backup.
- Be an active team member in the global BR Oncology Admin Community, and with the BR Administrative Partner community

### Role Requirements:

- 3+ years of experience in administrative work, with preference for experience in a pharmaceutical company
- Associate or bachelor's degree or equivalent experience
- Excellent communication skills including a sound command of verbal and written English, particularly an ability to write and to proofread email messages and other documents. Proven ability to draft formal emails to external and internal stakeholders
- Proficiency with Word, Outlook, Excel, Powerpoint, and SharePoint, and a general affinity for information technology and for learning new software. MS Teams experience a plus.
- Strong organizational and time-management skills, with an attention to detail

**The ideal candidate will have a combination of the following:**

- Friendly, accountable, and collaborative in nature; eagerness to work as a key contributor to a dynamic and capable administrative team
- Ability to manage complicated schedules for senior leaders in a complex environment with frequently required changes and adjustments, including the ability to prioritize and handle multiple tasks in a timely fashion.
- Self-motivated and resourceful personality that searches for ways to anticipate needs and to conceive of alternatives and potential solutions to occasionally difficult and often changing scheduling, interpersonal, and travel needs.
- Sense of humor, a flexible nature, a respect for the diversity inherent in colleagues and visitors, and an eagerness to learn new things

**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between \$70,000 and \$130,000/year; however, while salary ranges are effective from 1/1/25 through 12/31/25, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an "at-will position" and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

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Division

Biomedical Research

Business Unit

Universal Hierarchy Node

Location

USA

State

Massachusetts

Site

Cambridge (USA)

Company / Legal Entity

U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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