

Senior Administrative Assistant

Job ID
REQ-10072893
мар 25, 2026
CLIA

Сводка

#LI-Hybrid

The Senior Administrative Assistant provides high-impact, proactive administrative and operational support to multiple senior leaders within the Office of the Chief Data Officer (Data Strategy & Governance Organization), typically supporting 5–8 Leadership team members. The role is critical to enabling strategic focus, seamless execution, and effective collaboration across a com-plex, fast-moving, and globally distributed Data & Digital function.

This position will be located at East Hanover, NJ and will not have the ability to be located remotely. This position will require 10% travel as defined by the business (domestic and/ or international).

About the Role

Key Responsibilities:

- Responsible for leadership of all administrative tasks and independent delivery of administrative services for leadership. Some examples outlined below:
- Multi-Executive Leadership Support: Act as a trusted partner to Chief Data Officer and 5-8 Leadership team members, managing priorities across multiple leadership agendas while representing the Data & Digital organization with professionalism, discretion, and sound judgment.
- Responsible for proactive Complex Calendar, Travel & Priority Management; Expense and Reimbursement management; and PO process end to end: Independently manage highly complex calendars and global travel for multiple leaders, proactively resolving conflicts, optimizing schedules, and anticipating shifting priorities.
- Leadership & Governance Enablement: Coordinate leadership team meetings, strategy sessions, town halls, and offsites. Ensure agendas, pre-reads, and materials are prepared, aligned, and distributed on time.
- Partnership Enablement: Coordinate partner meetings, strategy sessions, workshops and other events for partnerships, IDS Academy, and US Data and AI upskilling program. Ensure agendas, pre-reads, and materials are prepared, aligned, and distributed on time, manage partner on-site sign-ins and coordination.
- Cross-Functional Stakeholder Coordination: Serve as a central coordination point across Data, Digital, IT, Governance, Compliance, and Business teams.
- Operational Excellence & Ways of Working: Drive consistency and efficiency across leadership operations by improving administrative processes, tools, and ways of working.
- Information & Content Management: Manage executive correspondence, presentations, and documentation with high attention to detail and confidentiality. Manage knowledge management system through SharePoint, MS Teams, or other technologies.
- Communications & Alignment Support: Partner with internal communications, strategy, and transformation teams to support leadership communications and key initiatives.
- Compliance, Quality & Confidentiality: Ensure adherence to Novartis policies, data privacy, and compliance requirements.
- Administrative Community Leadership: Collaborate with other Executive Assistants, provide backup coverage, and contribute to the admin community.

Essential Requirements:

- **Education: High School Diploma is required, Associate's Degree or Bachelor's Degree is preferred**
- Minimum 5+ years of administrative experience
- Extensive experience supporting multiple senior leaders in a global, matrixed

organization

- Proven ability to manage complexity, competing priorities, and rapid change
- Strong business acumen with a proactive, solutions-oriented mindset
- Exceptional organizational, communication, and stakeholder management skills
- High level of discretion in handling sensitive and confidential information
- Advanced proficiency with Microsoft 365 tools (Outlook, Teams, PowerPoint, Word,

Excel)

- Comfort working in Data, Digital, Technology, or transformation-driven environments

Novartis Compensation Summary:

The salary for this position is expected to range between \$63,630.00 and \$118,170.00 per year.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

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: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are 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 application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Дивизион

US

Business Unit

Marketing

Место

США

Состояние

New Jersey

Сайт

East Hanover

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Административные функции

Job Type

Full time

Employment Type

Regular

Shift Work

No

Job ID

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List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
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