

# Project Administrator - Innovation, Business Excellence & Execution

Job ID

REQ-10040555

Mar 18, 2025

Italy

## Summary

As a project administrator, you will provide support to the assigned team (Innovation, Business Excellence & Execution) ensuring that the function projects and budget are fully monitored and delivered on time. You will act as hub of communication for the team and stakeholders regarding all processes, guidelines and services that are specific to the department

## About the Role

### Key responsibilities:

Your responsibilities include, but are not limited to:

- Act as project coordinator for administrative projects (design, planning, implementation, communication, etc.) and maintains internal control of processes with regard to good receipt, purchase orders and process invoices to allows and streamline operations, administrative contract internal compliance approvals
- Manage projects, promotional events, communication materials, internal and external events and donations
- Being responsible for Function portfolio budget, ensures budget accuracy. In collaboration with all the stakeholders (i.e. Marketing, FF team, Medical, Value and Access, Innovation & Patient Journey, BE&E and mature brands...) overseeing projects values and liaise with Finance team to define and provide the investments planning, also managing critical issues by taking appropriate solutions
- Perform periodic analysis and support the team to ensure that the diseases budget within the Function are harmonized and aligned to NVS overall strategy
- Deal with complex administrative and organizational assignments independently providing to the assigned team guidelines when needed.
- Effectively manage service vendor to ensure an on time deliverable system.
- Act as ambassador of successful doing business ethically, advises and supports the whole team on processes, guidelines and services which are Function specifics
- Proactively engage supplier to ensure that on site client's expectations are met through high levels of customer service

### Essential Requirements:

- High School or university degree
- Good written and verbal communication skills in English

- Minimum 2/3 years of experience in multinational Companies
- Strong digital attitude and project management skills
- Great attention to details, organizational and multitasking skills
- Project and Operational Excellence
- Good stakeholder management

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**Commitment to Diversity and Inclusion:** Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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Division

International

Business Unit

Innovative Medicines

Location

Italy

Site

Milano

Company / Legal Entity

IT08 (FCRS = IT008) Novartis Farma S.p.A.

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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