

# Executive Administrative Assistant, P&O Biomedical Research

Job ID  
REQ-10049774  
Mar 23, 2025  
USA

## Περίληψη

Location: Cambridge, Massachusetts (Hybrid)  
#LI-Hybrid

This role will be based out of Cambridge, Massachusetts. Onsite 2-3 days per week.

### Job Purpose

Responsible for the independent delivery of complex administrative services in a local and a global context. Executive support to the Global P&O Head, Biomedical Research and also oversees some team responsibilities, such as onsite events, off site meetings and select P&O communications. Be a culture advocate for P&O.

## About the Role

### Major Accountabilities

- Coordinate and proactively manage the calendar for the Global Head of People & Organization (P&O) Biomedical Research. Proactive mindset to anticipate scheduling needs and conflicts, ensuring optimal time management.
- Serve as the primary contact for the Global Head of People & Organization, Biomedical Research diary, managing and prioritizing communications including meetings, phone calls, and other requests.
- Prepare and organize materials, presentations, and agendas; take minutes during meetings as needed.
- Plan and execute team events, meetings, onsite engagements and off-site activities under the advisement of the Global P&O Head. Handle logistics including venue selection, catering, and coordinating with vendors.
- Plan and coordinate domestic and international travel for the Global Head of People & Organization Biomedical Research, manage travel itineraries, accommodations, expenses and transportation arrangements.
- Support team financial processes and budget tracking, including the opening and tracking of Purchase Orders (POs).
- Serve and act as an ambassador of company values and culture in all interactions. Handle confidential information with discretion and exercise sound judgement.
- General administrative support: takes care of general administrative tasks and maintains the administrative processes also in case of absence of the line manager/team members. Partner with team members on other special projects, as needed.
- Interaction: Informs, advises and supports the team and associates from outside the team on processes, guidelines and services that are specific to the department.

- Supports optimization of current processes and/or introduction of new or modified processes. Acts as a team member for administrative projects and manages the administrative part of special tasks. Handling of administrative projects tasks with clearly defined content and time limitations.

**What you will bring to the role:**

- Associate's and/or Bachelor's degree in Human Resources, Business Administration, Marketing, Communications, or a related field is preferred. A passion for working in a collaborative and networked environment is a plus.
- At minimum 5+ years of proven experience supporting an executive level leader, preferably within the pharmaceutical industry.
- Strong communication, organizational, and interpersonal skills, with the ability to build positive relationships with internal and external stakeholders. High degree of professionalism, integrity, and confidentiality. Ability to lead and influence collaborators with strong communication and interpersonal skills. Ability to work effectively in a matrix organization, comfortable working in a dynamic, fast-paced environment with shifting priorities.
- Advanced proficiency in Microsoft Office Suite and competent preparing PowerPoint. Keen eye for detail. Understanding of financial processes, including PO management and expense tracking.
- Fluency in English required, excellent verbal and written communication skills, with strong collaboration and networking skills.

The pay range for this position at commencement of employment is expected to be between \$70,000 to \$130,000 per 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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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](mailto: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.

Τομέας

People & Organization

Business Unit

Pharma Research

Τοποθεσία

USA

Κατάσταση

Massachusetts

Τοποθεσία

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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