

Executive Administrative Assistant

Job ID
REQ-10051825

May 21, 2025

USA

Summary

Location: Cambridge, MA US

The Executive Administrative Assistant to the Global Legal Head, Research and Development will provide administrative support to the department head and other R&D Legal members based at the Cambridge site, and also provide organizational support to the R&D Legal department. The role requires a seasoned professional with excellent communication and organizational skills and the ability to thrive in a fast-paced environment. The ideal candidate will be a trusted partner to the Global Legal Head, helping to optimize their efficiency by managing administrative tasks, coordinating key projects, and maintaining confidentiality in all matters. The position requires the Executive Assistant to be proactive, detail-oriented and collaborative with a positive, can-do approach to challenges and a focus on continuous improvement.

About the Role

Key Responsibilities:

- Serve as the primary contact for the Global Legal Head, managing and prioritizing communications including meetings, phone calls, and other requests. Understand strategic priorities, key relationships and business needs to proactively make recommendations and perform tasks to best support the work of the Global Legal Head and create efficiencies.
- Coordinate and proactively manage the calendar of the Global Legal Head, R&D, anticipating scheduling needs and conflicts, and ensuring optimal time management. Plan and coordinate travel itineraries, accommodations, expenses and transportation arrangements.
- Provide administrative support to the Cambridge-based R&D Legal members as needed, including calendaring, travel arrangements and expenses.
- Prepare and organize materials, presentations, and agendas; take minutes during meetings as needed, and track and assist with post-meeting follow-up action items.
- Prepare and edit various documents, presentations and reports, and manage filing needs for legal and other documents.
- Provide administrative support for R&D Legal special projects and initiatives, including implementation of new processes, planning, communication, and tracking project progress.
- Plan and execute team events, meetings, and off-site activities. Handle logistics including venue selection, catering, and coordinating with vendors.
- Support the onboarding of new team members and assist with department training logistics (i.e. coordinating training schedules, providing access to systems, and facilitating introductions).
- Support team financial processes and budget tracking, including the opening and tracking of Purchase Orders (POs) and external legal firm spend.
- Advise on and support Cambridge facility needs for the R&D Legal team and coordinate with the REFS team as necessary.
- Liaise with the executive administrative assistants in the R&D organizations as necessary to enable effective partnership and support by R&D Legal.
- Work collaboratively and effectively within the broader Security and Legal administrative team, and coordinate administrative tasks as necessary.
- Handle confidential information with discretion and exercise sound judgement.
- Contribute to the culture and community of R&D Legal and the Security and Legal organization more broadly.
- Stay updated on industry trends and best practices in executive administrative support.

Minimum Requirements:

- Associate or Bachelor ' s Degree in Business Administration or a related area of study is preferred.
- Minimum of 5 years of proven experience supporting a senior leader in a large corporation, preferably within the pharmaceutical industry. Experience working in a Legal environment is a plus but not required.
- Understanding of financial processes, including PO management and expense tracking.

Skills:

- Strong communication and interpersonal skills, with the ability to build positive relationships with internal and external stakeholders.

- High degree of professionalism, integrity, and confidentiality.
- Comfortable working in a dynamic, fast-paced environment with shifting priorities
- Advanced proficiency in Microsoft Office Suite and familiarity with project management tools; Proficiency creating Power Point slides
- Strategic thinking and analytical skills
- Ability to lead and influence collaborators and others without direct line management authority
- Keen eye for detail
- Strong organizational and time-management skills with the ability to multitask and prioritize tasks effectively.
- Ability to work effectively in a matrix organization
- Ability to anticipate needs and proactively address issues.
- Experience with developing and implementing administrative processes.

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Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between \$63,600.00 - \$118,200.00 USD 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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