

Izvršni asistent (m/ž/d) / Executive assistant (m/f/d)

Job ID
REQ-10051709
Jul 14, 2025
Slovenia

Summary

#LI-Hybrid

Iščemo dinamičnega in organiziranega posameznika, ki bo zavzel delovno mesto Izvršni asistent (m/ž/d) in podpiral naše vodstvo ter ekipo pri doseganju poslovnih ciljev. Izvršni asistent bo odgovoren za samostojno izvajanje administrativnih in drugih poslovnih storitev v lokalnem in globalnem okolju. Zagotavljal bo, da so ravni storitev izvedene v skladu z zahtevami lokacij/e.

Če ste pripravljeni na izzive in želite delati v spodbudnem okolju, vas vabimo, da se prijavite!

We are looking for a dynamic and organized candidate who will take over the role of Executive assistant and support our leadership team in achieving business goals. They will be responsible for the independent execution of administrative and other business services in both local and global environments while ensuring that service levels are delivered in accordance with the requirements of the location(s).

If you are ready for challenges and want to work in an encouraging environment, we invite you to apply!

About the Role

Vaše ključne odgovornosti:

- Splošna administrativna podpora vodji platforme in/ali enote ter skrb za administrativne procese.
- Opravljanje administrativnih projektnih nalog z jasno opredeljeno vsebino in časovnimi omejitvami.
- Zagotavljanje učinkovite komunikacije med vodjem platforme in/ali enote ter ključnimi deležniki.
- Upravljanje zahtevne korespondence in priprava osnutkov odgovorov za deležnike in stranke.
- Koordinacija nalog za platformo in/ali enoto po navodilih vodje, vključno s specifičnimi projekti ali pobudami.
- Koordinacija ključnih forumov za upravljanje platforme, vključno z zbiranjem in distribucijo materialov ter pripravo zapisnikov.
- Podpora pri organizaciji ključnih dogodkov platforme ali ustreznih enot.
- Upravljanje in arhiviranje ključnih dokumentov, vključno z nadzorom nad zaupnostnimi sporazumi.

Vaš doprinos k delovnem mestu:

- Visokošolska stopnja izobrazbe ekonomsko-finančne ali druge ustrezne smeri.
- Vsaj 3 leta delovnih izkušenj z notranjega poslovnega okolja ter odlično poznavanje poslovnih procesov in kulture podjetja.

- Aktivno znanje angleškega jezika.
- Poznavanje orodja Microsoft Office.
- Odlične organizacijske in komunikacijske veščine.

Z izbranim kandidatom bomo sklenili delovno razmerje za **nedoločen čas** s poskusno dobo **6 mesecev**.

Ugodnosti in nagrajevanje: Konkurenčen plačni paket, letni bonus, fleksibilen način dela z možnostjo prilagajanja urnika in delom od doma, pokojninska shema, shema nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in fizičnega počutja (iniciativa Polni življenja), številne priložnosti za učenje in razvoj.

Predani smo raznolikosti in vključenosti: Novartis si prizadeva ustvariti izjemno, vključujoče delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

Dostop in prilagoditve: V Novartisu si prizadevamo k vključenosti oseb z invalidnostjo in zagotavljanju ustreznih prilagoditev delovnega okolja posameznikom z omejitvami. V kolikor zaradi bolezni ali invalidnosti potrebujete ustrezne prilagoditve v kateremkoli delu selekcijskega procesa oziroma potrebujete prilagoditve pri izvajanju osnovnih nalog na delovnem mestu, nam pišite na naslov diversity.inclusion_slo@novartis.com in navedite, kakšne prilagoditve potrebujete ter vaše kontaktne podatke. Prosimo, vključite tudi podatek o številki razpisa, na katerega se prijavljate.

Key Responsibilities:

- General administrative support to the platform/unit head and taking care of administrative processes.
- Performing administrative project tasks with clearly defined content and time limitations.
- Ensuring effective communication between the platform/unit head and key stakeholders.
- Managing demanding correspondence and drafting responses for stakeholders and customers.
- Coordinating tasks for the platform and/or unit as instructed by the platform/unit head, including specific projects or initiatives that support business needs.
- Coordination of key platform governance forums including compilation and distribution of materials, preparation of minutes and their archiving.
- Supporting the organization of key events for the platform or relevant units.
- Managing and archiving of key documents including oversight of confidentiality agreements.

Essential Requirements:

- University degree in economics & finance or other equivalent degree.
- 3 years of experience in the internal business environment, and excellent knowledge of the company's business processes and culture.
- Fluent in English.
- Knowledge of Microsoft Office.
- Excellent organizational and communication skills.

We offer **permanent employment** with **6 months** of probation period.

Benefits and Rewards: Competitive salary, Annual bonus, Flexible working schedule, tailored to your needs, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical, mental and social well-being (Well-being), Unlimited learning and development opportunities.

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.

Accessibility and accommodation: Novartis is 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 recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversity.inclusion_slo@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

Operations

Business Unit

Universal Hierarchy Node

Location

Slovenia

Site

Ljubljana

Company / Legal Entity

SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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