

# Administrative Assistant

Job ID

393377BR

May 31, 2024

Egypt

## Summary

Location: Cairo, Egypt #LI-Hybrid

About the Role:

As an Administrative Assistant you will be responsible for the independent delivery of profound administrative services in a local and a global context. Ensure service levels are delivered in line with the intended requirements.

This role reports directly into the Head of Medical Affairs and works closely with the Medical and Patient Engagement and Communications Teams.

## About the Role

### Key Responsibilities:

- 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.
- Interaction: Informs, advises, and supports the team and associates from outside the team on processes, guidelines and services that are specific to the department.
- Work processes in own area of responsibility: Supports optimization of current processes and/or introduction of new or modified processes.
- Handling of administrative projects tasks with clearly defined content and time limitations. Acts as a team member for administrative projects & manages the administrative part of special tasks.
- Supervisory tasks: Guarantees a smooth adjustment to the job of new employees in the own area of responsibility. Takes over supervising for colleagues in the administrative area (e.g. apprentices, new employees etc.).
- Plan and coordinate administrative procedures and systems and devise ways to streamline processes.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt.
- Distribution of marketing samples (where applicable).

### Essential Requirements:

- 2-5 years of experience providing administrative support in a multinational company.
- Bachelor's Degree in any relevant discipline.
- Experience in providing administrative support to large teams.
- Excellent communication skills including a sound command of spoken and written English.

- Advanced proficiency in Microsoft Office (e.g. MS Word, MS PowerPoint, MS Excel, MS Outlook).

### **Desirable Requirements:**

- Experience handling events arrangements.
- Experience in proof reading Arabic & English content.

**Why Novartis:** Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

**You'll receive:** You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

### **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.

Novartis is a proud member of the *ILO Global Business and Disability Network* and the *Valuable 500*, promoting the inclusion of people with disabilities in workplaces around the world. We also collaborate with international partners, such as *Disability: IN*, *Purple Space*, and *Business Disability Forum* to identify and develop best practice solutions to enable people with disabilities to participate as equal members of our organization.

***Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.***

**Join our Novartis Network:** If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

### **Skills:**

- Optimizing Customer value by co-creating and developing compelling.
- Managing diversity.
- Managing challenges.
- Proactive thinking.
- Knowledge of organization structures and working practices.
- Knowledge management.
- Transaction Deal Structuring.
- Storytelling in communication.
- Franchise Strategy Prioritization.
- Timely decision making.
- Effective communication.
- Time Management.
- Sharing insights on HCS.
- Best practice sharing.
- customer focused solutions.

### **Languages :**

- English.
- Arabic.

**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>

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Division

International

Business Unit

Innovative Medicines

Location

Egypt

Site

Amiria

Company / Legal Entity

EG02 (FCRS = EG002) Novartis Pharma S.A.E

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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