

# Office Manager – Public Affairs (f/m/d)

Job ID  
REQ-10020007  
Sep 02, 2024  
Germany

## Summary

~Verantwortlich für die unabhängige Erbringung von fundierten administrativen Dienstleistungen in einem lokalen und globalen Kontext. Stellen Sie sicher, dass die Service-Level in Übereinstimmung mit den Anforderungen des Standorts bereitgestellt werden.

## About the Role

### Key Responsibilities:

Your responsibilities include, but are not limited to:

- Orchestrate general administrative support for the Public Affairs team, ensuring seamless operations even during team absences
- Serve as a key liaison, advising team members and external stakeholders on department-specific processes and public affairs guidelines
- Spearhead process optimization and implement innovative solutions to enhance the efficiency of our public affairs operations
- Manage time-sensitive administrative projects aligned with public affairs objectives
- Contribute to special public affairs tasks and projects as a proactive team member
- Mentor new employees and supervise administrative staff in the Public Affairs department
- Streamline office projects, procedures and coordinating resources and support public affairs activities
- Readiness to work on-site in Berlin

### Essential Requirements:

- Proven experience in office management, preferably in a public affairs or related field
- Demonstrated cross-cultural competence and ability to collaborate across diverse teams
- Strong stakeholder management skills with a talent for developing compelling, value-driven solutions
- Excellent communication abilities, including the capacity to share insights and craft engaging narratives for public affairs purposes
- Track record of proactive thinking and effective time management in a fast-paced environment
- Adaptability to manage challenges and make timely decisions in the dynamic public affairs landscape
- Knowledge of organizational structures and best practices in knowledge management relevant to public affairs
- Fluency in German and English, with exceptional written and verbal communication skills for public-facing interactions

## 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 & Inclusion:**

Novartis is committed to building an outstanding, inclusive work environment and diverse team's representative of the patients and communities we serve.

Hiring decisions are only based on the qualification for the position, regardless of gender, ethnicity, religion, sexual orientation, age and disability.

**Adjustments for Applicants with Disabilities:**

The law provides for severely disabled / equal applicants the opportunity to involve the local representative body for disabled employees (SBV) in the application process. If you would like to request this, please let us know in advance as a note on your CV.

**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>

**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>

Division

Corporate Affairs

Business Unit

Innovative Medicines

Location

Germany

Site

Berlin West (Non-Sales Force) (Novartis Pharma GmbH)

Company / Legal Entity

DE14 (FCRS = DE014) Novartis Pharma GmbH

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regulär

Shift Work

No

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