

Administrative Expert / Professional RDQ

Job ID
REQ-10019448
Aug 22, 2024
India

Summary

-Responsible for the independent delivery of profound administrative services in a local and a global context. Ensure service levels are delivered in line with site requirements.

About the Role

Administrative Expert / Professional RDQ

Location - Hyderabad

About the Role:

Provide operational, administrative and business support to the RDQ leadership team through excellent communication and organizational skills. Managing the day-to-day operations as refer in below Major activities section but not limited.

Key Responsibilities:

- Provide administrative support for Day-to-Day operations.
- Calendar management:
 - Extensive calendar management; proactively prioritizing meetings
 - e-mail surveillance support to the manager / ensure rapid responses to alerts, and availability of key personnel to answer information needs in case of a crisis
 - Proactive management of the agenda of selected RDQ leaders, eg avoid conflicting meetings by proactive alignment with global administration peers
- Logistic arrangements:
 - Ensure all type of logistic arrangements of International along with visa processing (all types).
 - Arrangements for International trip requirements like Hotel / Tickets / cabs / forex / mobile / accommodation transportation etc.
- Coordinating Events both Internal & External, set-up conference calls, taking care of incoming & outgoing Logistics, General correspondence like letters to Embassy/Security/Consultants / Visa support (as per requirements)
- Timely processing Non-PO's (Workflow) follow up with the LF's for fast process and coordinate with the Vendor for requested goods.
- Timely Process the invoices, reimbursements and send them to finance for clearance.
- Ensure smooth communication, policies/procedures, deliverables are in compliance with global set-up.
- Key enabler and provide support for LT based at US / EU and other time zones.
- Must be able to maintain confidentiality and the decorum of the office.

- Excellent organization skills together with problem solving skills.
- Deputize for other administrative professional, if any

Essential Requirements:

- Minimum of 5 years of relevant experience in a similar role in the field of corporate environment dealing with multi-national experience.
- Must be proficient in the use of Microsoft software (Power point, Word and Excel) and Outlook
- Very good written and spoken English
- Knowledge of other languages an advantage

Desirable Requirements:

- Master's or Bachelor's degree required Preferably university graduate

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>

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

Division

Development

Business Unit

Innovative Medicines

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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