

# Executive Assistant

Job ID

REQ-10075222

Apr 12, 2026

LOC\_CZ

## About the Role

Key Responsibilities:

- Provide comprehensive administrative support to your Global Heads of Talent & Development, with elements of support across their teams; support other Leadership Team members with meetings, events, and projects as required
- Manage complex calendars, including preparation, organization, and collation of background materials and documents in advance of meetings
- Coordinate global travel arrangements and prepare, submit, and monitor approval of expense reports
- Plan and manage team meetings and events (e.g. team offsites), including minute-taking where required, tracking action items, and maintaining SharePoint sites, Global Membership Tool distribution lists, and Microsoft Teams channels
- Oversee financial administration for the team, including budget tracking, creation and management of Purchase Orders, invoice handling, and coordination of contracts for third-party consultants and vendors in partnership with Procurement
- Prepare, edit, and review communications such as correspondence, announcements, presentations, and other written materials as required
- Collaborate closely with the Talent & Development Administrative team and with Executive and Administrative teams across Novartis
- Drive digital and AI-enabled ways of working, supporting continuous improvement in how the function operates

Essential Requirements

- Excellent administrative skills with thorough knowledge of standard office procedures and protocols, and a proven ability to handle strictly confidential and sensitive information with discretion and integrity
- AI fluency and digital mindset – interest and working knowledge of AI-enabled tools (e.g. Microsoft Copilot, automation, and collaboration tools), with the ability to leverage technology to proactively improve efficiency, communication, and team effectiveness
- Ability to manage complex and frequently changing schedules in a fast-paced, global environment, while prioritizing effectively and meeting deadlines
- Self-motivated, proactive, and resourceful mindset, with the ability to anticipate needs, identify risks, and propose alternative solutions in response to evolving business, interpersonal, and travel requirements
- Fluent English (written and verbal); additional proficiency in German is an advantage
- Strong proficiency in Microsoft Word, Outlook, Excel, PowerPoint, and SharePoint, with a general aptitude for information technology and learning new systems (experience with tools such as Req-to-Pay, Concur, etc. is an advantage)
- Outstanding organizational and time-management skills, with strong attention to detail, quality, and clear communication

Desirable Requirements

- Previous experience in a similar position

Benefits & Rewards (applicable for Prague)

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick

days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

## 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 all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to [di.cz@novartis.com](mailto:di.cz@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

## Role Requirements

**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>

**Benefits and Rewards:** Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Division

DIV\_PO

Business Unit

Corporate & Division Services

Location

LOC\_CZ

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o.

Alternative Location 1

LOC\_SI

Functional Area

FCT\_FA

Job Type

Full time

Employment Type

Regular

Shift Work

No

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