

# EXECUTIVE ASSISTANT

Job ID

REQ-10078109

Jun 16, 2026

LOC\_MX

## About the Role

### Key Responsibilities:

- Provide comprehensive administrative support to your Global Heads of T&D, with elements of support across their teams; support other LT 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, GMT 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 Criteria:

- 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.
- 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
- Strong proficiency in Microsoft Word, Outlook, Excel, PowerPoint, and SharePoint, with a general aptitude for information technology and learning new systems.
- Outstanding organizational and time-management skills, with strong attention to detail, quality, and clear communication
- Fluent English (written and verbal)

### Desirable Criteria:

- Previous experience supporting Leaders globally.
- 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.
- An interest in People and Organisation functions.

### Accessibility and Accommodation:

Novartis is committed to work with and provide 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 [email](mailto:tas.mexico@novartis.com) to [tas.mexico@novartis.com](mailto:tas.mexico@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>

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

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Division

DIV\_PO

Business Unit

Human Resources

Location

LOC\_MX

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

FCT\_FA

Job Type

Full time

Employment Type

Regular

Shift Work

No

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