

# Executive Assistant, Country President Canada

Job ID

REQ-10079994

Jun 09, 2026

LOC\_CA

## About the Role

#LI-Hybrid

Location: Toronto, Ontario

This role is based in Toronto, Canada. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

This job posting is for an existing position.

Key responsibilities:

- Manage and optimize the Country President's complex calendar, ensuring alignment with business priorities, governance, and key stakeholder engagements.
- Proactively anticipate conflicts, prioritize requests, and provide solutions to maximize leadership effectiveness.
- Act as a central coordination point for the Country President's office, ensuring follow-up on key actions, deliverables, and decisions.
- Plan and support Canada Leadership Team meetings, business reviews, and strategic sessions, including event planning, agendas, materials, and follow-ups.
- Facilitate communication flow between the Country President, leadership team, global stakeholders, and internal partners.
- Coordinate executive visits, internal events, and stakeholder engagements with high attention to detail and professionalism.
- Manage confidential information with utmost discretion and integrity.
- Support project tracking, reporting, and preparation of presentations, dashboards, and executive communications.
- Manage domestic and international travel arrangements, itineraries, and logistics end-to-end.
- Handle expense reporting, reconciliation, and compliance with internal policies.

Essential Requirements:

- Experience in executive administration, business operations, or senior administrative support.
- Proven experience supporting senior executives in complex, matrixed, or multinational environments.
- Advanced calendar management, meeting coordination, travel planning, and expense management experience.
- Strong organizational skills with ability to manage multiple priorities and stakeholders simultaneously.
- High level of attention to detail, accuracy, and quality.
- Strong judgment, discretion, and ability to handle confidential information
- Excellent written and verbal communication skills.
- Proactive mindset with ability to anticipate needs and solve problems independently.
- AI-savvy mindset with ability to leverage digital tools to enhance efficiency.

Desirable Requirements:

- Experience in pharmaceutical, healthcare, or highly regulated environments.
- Strong exposure to senior leadership team operations and governance processes.

Rewards

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Remuneration Range for role:

CAD 71,487 - 99,240

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies, and experience in accordance with the Novartis pay setting policy and will be reviewed periodically.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources, and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to creating a diverse, equitable, and inclusive environment that treats all employees with dignity and respect.

Read our brochure to learn more about our global total rewards offering:

[Novartis Life Handbook](#)

Note: Benefits and compensation may vary by country and are subject to local legal requirements. A full overview of your compensation package will be communicated during the application process.

About Novartis Canada

At Novartis Canada, we are determined to be a valued partner and advocate, with a deep understanding of patient needs along the entire care journey – from drug development, to diagnosis, to access, and beyond. Part of the way we achieve this is by leveraging data, technology, and partnerships.

Our Research & Development focuses on four core therapeutic areas: Cardiovascular, Renal & Metabolic, Immunology, Neuroscience, and Oncology. We also develop and deliver treatments through established brands that are helping millions of patients across Canada.

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.

## 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\_IM

Business Unit

General Management

Location

LOC\_CA

Site

Toronto

Company / Legal Entity

CA04 (FCRS = CA004) NOVARTIS PHARMA CANADA INC.

Functional Area

FCT\_FA

Job Type

Full time

Employment Type

Regular

Shift Work

No

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