

Strategic Assistant

Job ID

REQ-10075053

Jun 12, 2026

LOC_IE

About the Role

Key Responsibilities

- Drive strategic planning and operational excellence across priority brands, translating insights into measurable country performance.
- Lead fiveyear portfolio strategy, aligning financial plans, resources, and growth drivers across the full product lifecycle.
- Own Launch Excellence governance, ensuring prdaunch readiness and market shaping meet global standards and metrics.
- Act as single point of contact for launch execution, partnering withcrossfunctional teams to deliver highquality launches.
- Oversee enterprisewide strategic projects, ensuring alignment, risk mitigation, andtimely delivery of key milestones.
- Provide consultingstyle portfolio assessments to inform leadership decisions and strengthen competitive positioning.
- Streamline leadership governance, optimizing agendas, decisionmaking, and action tracking with clear accountability.
- Serve as trusted advisor to the Country President and Leadership Team on strategy, performance, and external engagement.
- Build strong collaboration across NOCC, cluster, and international stakeholders to share best practices and learnings.
- Lead with an enterprise mindset, fostering accountability, innovation, and alignment with Novartis culture and values.

Essential Requirements

- Significant experience leading crossfunctional initiatives within complex, matrixed organizations.
- Proven strategic thinking ability, applying consultingstyle approaches to portfolio and performance management.
- Strong project and process management experience, with clear progress tracking and milestone delivery.
- Demonstrated ability to translate customer and market insights into actionable strategies.
- Excellent stakeholder management skills, influencing senior leaders and diverse teams effectively.
- High level of analytical capability, supporting datadriven decision making.
- Strong communication skills, with the ability to simplify complexity and drive alignment.
- Resilience and adaptability when navigating ambiguity, change, and competing priorities.

Desirable Requirements

- Experience in pharmaceutical, healthcare, or life sciences environments with exposure to product launches.
- Prior involvement in launch excellence, portfolio strategy, or market shaping initiatives at country or regional level.

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>

Disclaimer*: Some restrictions on flexible working options may apply and will be discussed during interview if applicable

Benefits and Rewards:

Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Commitment to Diversity and Inclusion / EEO:

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 diversity.inclusion_ch@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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>

Role Requirements

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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_IE

Site

Dublin (Country President Office (CPO))

Company / Legal Entity

IE02 (FCRS = IE002) Novartis Ireland Ltd

Functional Area

FCT_BS

Job Type

Full time

Employment Type

Regular

Shift Work

No

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