

Project Coordinator

Job ID

REQ-10084871

Aug 07, 2026

LOC_IN

About the Role

Major accountabilities

- Independently manage complex administrative and organizational activities, including correspondence management, calendar coordination, appointment scheduling, deadline tracking, and database administration.
- Coordinate, track, verify, and consolidate functional updates and information requests, ensuring timely and accurate reporting for leadership teams.
- Organize and support meetings, presentations, workshops, and events, including planning, scheduling, logistics, and follow-up activities.
- Proactively support leadership and teams by preparing meeting agendas, documenting action items, and monitoring progress against deliverables.
- Assist with operational and support activities such as budget tracking, timecard administration, organizational chart maintenance, and departmental planning processes.
- Drive and maintain functional initiatives and digital collaboration platforms, including social media tools, communication channels, and information-sharing resources.
- Support end-to-end hiring and onboarding processes, including interview scheduling, feedback consolidation, talent review coordination, and new employee onboarding activities.
- Serve as a key point of contact for cross-functional administrative operations, including SharePoint administration, communication initiatives, vendor onboarding, purchase orders, service agreements, and process improvement activities.

Minimum Requirements

- Commercial training, business administration qualification, or an equivalent vocational certification.
- Proven experience in administrative support, executive assistance, and project coordination within a complex organizational environment.
- Strong organizational, time management, and prioritization skills, with the ability to manage multiple tasks independently and meet deadlines.
- Excellent interpersonal, verbal, and written communication skills, with a demonstrated ability to build effective collaborative relationships across global teams.
- Proficiency in Microsoft Office applications, particularly PowerPoint and Excel, along with experience using SharePoint and a willingness to learn new digital tools and systems.

Role Requirements

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Division

DIV_GD

Business Unit
Development
Location
LOC_IN
Site
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
FCT_FA
Job Type
Full time
Employment Type
Regular
Shift Work
No
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