

Strategic Assistant

Job ID

REQ-10089026

Sep 30, 2026

LOC_GR

About the Role

Major accountabilities:

Strategic Planning & Business Execution

- Support the Country President and Leadership Team in defining, coordinating, and executing strategic priorities.
- Lead key strategic planning processes, including business planning, tactical plans, strategic workforce planning, launch readiness reviews, business reviews, and country strategic roadmaps.
- Identify organizational priorities and support leadership in ensuring accountability for key commitments and deliverables.
- Partner with leadership teams to drive the execution and monitoring of strategic initiatives and business objectives.
- Prepare executive presentations, reports, briefing materials, dashboards, and strategic updates for leadership discussions and business reviews.

Project Management & PMO Leadership

- Lead, direct, and coordinate strategic projects across the organization from initiation to completion.
- Establish project governance, timelines, milestones, success metrics, and risk mitigation plans.
- Monitor project progress and proactively address risks, issues, and dependencies to ensure successful delivery.
- Organize and facilitate project meetings, ensuring clear objectives, decision-making, and timely follow-up of action items.
- Maintain appropriate documentation and reporting structures to support effective project execution and compliance requirements.
- Drive a Project Management Office (PMO) mindset, ensuring prioritization, transparency, and cross-functional alignment.

Stakeholder Management & Organizational Effectiveness

- Build and maintain strong relationships with senior leaders and cross-functional stakeholders.
- Foster a collaborative, inclusive, and speak-up culture across the organization.
- Align stakeholders around strategic priorities, organizational objectives, and business outcomes.
- Support key organizational initiatives aimed at strengthening effectiveness, productivity, and growth.

Leadership Team Support

- Coordinate the Leadership Team agenda, annual roadmap, governance processes, and strategic discussions.
- Facilitate leadership meetings, workshops, and business reviews.
- Ensure effective follow-up and execution of key decisions, actions, and commitments.

Key Performance Indicators

- Successful delivery of strategic priorities and business objectives.
- Quality and timely execution of strategic projects and initiatives.
- Stakeholder management and effective leadership support.
- Achievement of agreed project milestones and success measures.
- Effectiveness of strategic planning processes and business reviews.
- Contribution to organizational effectiveness, launch excellence, and business growth.

Ideal Background

Education

- University degree in Business Administration, Economics, Life Sciences, Marketing, or a related field.

Experience

- Minimum 5 years of experience in an international organization, preferably within the pharmaceutical or healthcare industry.
- Experience in strategic planning, project management, business development, commercial excellence, or consulting.
- Experience working in cross-functional and matrix organizations.
- Previous exposure to commercial, marketing, or business leadership environments is highly desirable.
- Strong sense of challenging the status quo and innovative mindset
- Business and financial acumen
- Demonstrates intellectual curiosity and learning agility, embracing new technologies and responsibly leveraging AI to drive productivity, efficiency and business impact.

Language:

- Fluency in Greek and English, both written and spoken.

Role Requirements

Division

DIV_IM

Business Unit

General Management

Location

LOC_GR

Site

Maroussi

Company / Legal Entity

GR11 (FCRS = GR001) Novartis Hellas

Functional Area

FCT_MM

Job Type

Full time

Employment Type

Regular

Shift Work

No

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