

Staffing Support Test

Job ID
REQ-10034992

12月 22, 2024

China

摘要

-To provide services and support to Staffing Managers, typically learning through on the job experience, and undertaking allocated routine activity-specific duties under close supervision and in line with well-established procedures. To coordinate aspects of administrative Staffing processes in support of the overall Staffing effort to cost effectively deliver world class talent across the organisation.

About the Role

Major accountabilities:

- Perform simple, routine, repetitive tasks under close supervision and within well-established procedures to support the provision of administrative services to the TAS team.
- Support TAS Managers in the administration of various recruitment and selection processes.
- Provide clerical assistance to more senior TAS colleagues in support of a smooth and

efficient recruitment process.

- Provide clerical and administrative support related to the maintenance of documentation and plans.
- Prepare and submit minor written pro-forma or oral reports on daily activities to track work progress and ensure completion of set tasks.
- Ensure adherence to TAS policies and procedures.
- Provide clerical assistance in TAS Projects at country or BU level.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

Key performance indicators:

- Timely completion of assigned tasks

Minimum Requirements:

Work Experience:

- Participating in volunteer / community projects.

Skills:

- NA.

Languages :

- English.

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部门
People & Organization

Business Unit
CTS

地点
China

站点
Shanghai (Shanghai)

Company / Legal Entity
CN14 (FCRS = CN014) China Novartis Institutes for BioMedical Research Co., Ltd.

Functional Area
Human Resources

Job Type
Full time

Employment Type
Regular

Shift Work
No

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.



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