

Strategic Assistant International Medical Affairs

Job ID
REQ-10066512

11月 26, 2025

Switzerland

摘要

The Strategic Assistant will report directly to International Medical Affairs (IMA) head and act as their primary advisor and point person. This strategic and operational position is responsible for developing and ensuring the execution of strategic plans, projects, and commitments which drive operational efficiencies and connectivity across stakeholder groups. Additionally, this role is responsible for keeping the IMA Head apprised of key initiatives, providing project oversight and management of cross-functional and key initiatives, and ensuring appropriate coordination and management of budgets and integrated project plans for the IMA. The Strategic Assistant is a key partner on a variety of strategic, operational, and organizational matters. This role provides dedicated support to the IMA head in achieving team objectives, shaping the agenda, and ensuring execution through operational management and moderation of governance bodies, leadership team, and projects. It supports proactively identifying and resolving upcoming issues and improving processes.

About the Role

Key Responsibilities:

- Serves as a strategic thought partner with the IMA Head, providing high-level executive support associated with complex problems, current and future initiatives, strategies, and budgets. Assists the IMA Head in day-to-day responsibilities, ensuring coordination of cross-organizational activities.
- Develops a clear understanding of IMA ambition and key priorities to provide operational leadership as a member of the International Oncology leadership team.
- Demonstrates collaborative leadership and influence necessary to ensure alignment among key stakeholders and seamless execution of deliverables.
- Works cross-functionally to ensure the strategic and operational plans are delivered
- Works with Finance partners and IMA leaders to ensure budget alignment and validation with the head of IMA
- Serves as an ambassador for the IMA Head and leadership team, facilitating communication with other members of the organization as needed.
- Leads IMA LT meetings including agenda, action planning, tracking deliverables, and KPIs. Responsible for IMA team 's governance: Drives agenda, moderates meetings, and minutes.
- Actively shapes team priorities and the alignment of goal setting across cross-functional teams. Ensures effective operational management of critical decision-making bodies. Looks for opportunities to simplify and drive synergies between teams in the organization.
- Coordinates and anticipates timely preparation of IMA content for critical internal and external meetings. Supports change management, culture, and OD initiatives together with other IMA LT members. Builds and supports the execution of an internal communications plan aligned to IMA priorities and cultural agenda.

Essential requirements:

- Minimum BS/BA degree, preferably MA, MBA
- Strategic Consulting background. Strategic capability and commercial acumen.
- Over 5 years in the Pharma industry, ideally including in a regional/global environment or in a major consultancy.
- 5+ years of experience in project management, operations, and/or people leadership. Ability to influence without authority.
- Ability to work independently and collaboratively, strong leadership and organizational skills, and able to drive multiple projects to successful, timely completion.
- Ability to communicate ideas and data both verbally and written in a persuasive and appropriate manner. Analytical skills to identify the root cause of problems/opportunities and determine possible solutions.
- Highly autonomous, self-directed, and collaborative. Energetic and hands-on self-starter with a desire to learn new things quickly.
- Proven ability to refine and improve the organization ' s capabilities. Demonstrated track record of effectively handling key organizational matters.

Location: This role is based in Basel, Switzerland.

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部门

International

Business Unit

Marketing

地点

Switzerland

站点

Basel (City)

Company / Legal Entity

C028 (FCRS = CH028) Novartis Pharma AG

Functional Area

BD&L & Strategic Planning

Job Type
Full time

Employment Type
Regular

Shift Work
No

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