

Strategic Assistant, CLS

Job ID
REQ-10069934

3月 02, 2026

Switzerland

摘要

The Strategic Assistant will report directly to CLS 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 CLS 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 CLS. The Strategic Assistant is a key partner on a variety of strategic, operational, and organizational matters. This role provides dedicated support to the CLS 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 CLS Head, providing high-level executive support associated with complex problems, current and future initiatives, strategies, and budgets. Assists the CLS Head in day-to-day responsibilities, ensuring coordination of cross-organizational activities.
- Develops a clear understanding of CLS ambition and key priorities to provide operational leadership as a member of the CLS leadership team.
- Serves as key initiatives leader, providing project oversight and management of cross-functional projects.
- Demonstrates collaborative and influence leadership 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 CLS leaders to ensure budget alignment and validation with the head of CLS
- Serves as an ambassador for the CLS Head and leadership team, facilitating communication with other members of the organization as needed.
- Leads CLS LT meetings including agenda, action planning, tracking deliverables, and KPIs. Responsible for CLS 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 CLS content for critical internal and external meetings. Supports change management, culture, and OD initiatives together with other CLS LT members. Builds and supports the execution of an internal communications plan aligned to CLS priorities and cultural agenda.

Essential requirements:

- Minimum BS/BA degree, preferably MA, MBA
- Strategic Consulting background preferred. 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 is a plus.
- 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

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

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

```

function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer69bff21237cb3952134901"); var mediaContainer =
mediaElement.closest('.nc-kaltura-media'); var originalWidth = "1200px"; var originalHeight = "674px";
var originalWidthValue = parseFloat(originalWidth); var originalHeightValue =
parseFloat(originalHeight); var mediaType = "video"; var isResponsive = false; // Get computed styles
of the container element. var parentStyles = window.getComputedStyle(mediaContainer); var
finalWidth = parseFloat(parentStyles.width); if (finalWidth  var config = { targetId:
"kalturaplayer69bff21237cb3952134901", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false,
allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: { download: {
disable: true }, "playkit-js-transcript":{ position: "right", // Default: bottom;(' left', ' right', ' top', 'bottom' ) to
enable transcript. expandMode: "over", // Default: alongside;(' alongside', ' hidden', 'over' )
expandOnFirstPlay: false, showTime: true, downloadDisabled: false, printDisabled: false, disable:
true } }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false },
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; config.plugins.preventSeek = { preventSeekForward:
false, preventSeek: false }; config.plugins.floating = { disable: true }; config.plugins.navigation = {
position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; config.plugins['playkit-
js-hotspots'] = { disable: true }; config.plugins['playkit-js-moderation'] = { disable: true };
config.plugins['playkit-js-info'] = { disable: true }; config.plugins.share = { disable: true };
config.ui.uiComponents = []; config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } };

```

```

try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof
kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other
media. kalturaPlayer.loadMedia({entryId: "1dgfvmafo"}); setTimeout(() => {
setupAutoPause(kalturaPlayerVideos); }, 500); function setupAutoPause(players) {
players.forEach((currentPlayer) => { currentPlayer.addEventListener('play', () => {
players.forEach((otherPlayer) => { if (otherPlayer !== currentPlayer && typeof otherPlayer.pause ===
'function') { otherPlayer.pause(); } }); }); }); } catch (e) { console.error(e.message) }

```



VIDEO

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

Job ID
REQ-10069934

Strategic Assistant, CLS

[Apply to Job](#)



Job ID
REQ-10069934

Strategic Assistant, CLS

[Apply to Job](#)

Source URL:

<https://prod1.novartis.com.cn/careers/career-search/job/details/req-10069934-strategic-assistant-cla>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://www.novartis.com/sites/novartis.com/files/novartis-life-handbook.pdf>
3. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Basel-City/Strategic-Assistant--CLSREQ-10069934>
4. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Basel-City/Strategic-Assistant--CLSREQ-10069934>