

Sr Administrative Assistant

Job ID
REQ-10077136

5月 05, 2026

United Kingdom

摘要

The Senior Administrative Assistant is an independent, collaborative, motivated team member who provides comprehensive administrative support to CRM DU and Clinical Development leaders and teams. This role interacts with stakeholders at all organizational levels—both internal and external—and requires the ability to thrive in a fast paced, highly matrixed, global environment. Success in this position depends on strong interpersonal skills, sound judgment, discretion in handling sensitive information, and the ability to manage multiple priorities with minimal supervision.

About the Role

Location: UK

LI: #onsite

This position will not have the ability to be located remotely.

Novartis is unable to offer relocation support for this role: please only apply if this location is

accessible for you

Key Responsibilities

The Senior Administrative Assistant provides broad and proactive administrative and operational support across CRM DU and Clinical Development teams, including but not limited to:

- Acting as a key administrative contact for assigned CRM DU and Clinical Development leaders and teams
- Managing complex calendars and scheduling meetings across global time zones
- Handling confidential information with professionalism and discretion
- Coordinating domestic and international travel arrangements
- Processing expense reports through Concur and managing purchase orders and invoice receipts
- Organizing and maintaining global meetings, including video and conference room bookings. Maintaining distribution lists, files, and archival study documentation
- Preparing, proofing, and updating routine and complex documents, presentations, and reports including Confidentiality Disclosure Agreements (CDA) and contracts
- Supporting interview scheduling, onboarding, and requisition processes for new hires. Registering and coordinating visitors and liaising with building services as needed
- Supporting data entry and tracking in internal systems (e.g., TimeSheet, BrassRing, CREDI/SUBWAY, HRCore, Workday, Concur, Horizon)
- Supporting compliance related activities such as audits or inspections with high attention to quality. Providing guidance, training, and backup coverage to other administrative staff as needed. Contributing to process improvements and supporting changes to workflows in a dynamic environment

What You ' ll Bring to the Role

Education

- Bachelor ' s degree preferred, or equivalent senior level administrative experience

Experience & Skills (Essential Requirements)

- 5-7+ years of advanced administrative or executive support experience within a large, complex, matrixed organization
- Proven ability to exercise independent judgment, manage competing priorities, and solve complex administrative problems
- High level of integrity with demonstrated experience handling highly confidential and sensitive information
- Strong organizational, time management, and attention to detail skills
- Excellent written and verbal communication skills in English
- Advanced proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Experience with enterprise systems such as Concur, Ariba, and related internal platforms strongly preferred

- Ability to adapt quickly to organizational changes and contribute to continuous improvement
- Collaborative, service oriented mindset and strong team player

Desirable Requirements

- Advanced secretarial or technical administrative training
- Experience supporting clinical development or research organizations
- Project coordination or informal project management experience

Additional Information

This role requires on site presence and does not offer remote or relocation support. Only local candidates will be considered.

Commitment to Diversity & Inclusion:

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

You ' ll receive:

Competitive salary, Short term incentive bonus, Pension scheme, Share purchase scheme, Health insurance, 25 days annual leave, Flexible working arrangements, subsidized dining facilities, Employee recognition scheme, learning and development opportunities

To learn more about the culture, rewards and benefits we offer our people click [here](#).

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 \(PDF 30 MB\)](#)

Development

Business Unit
Development

地点
United Kingdom

站点
London (The Westworks)

Company / Legal Entity
GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.

Functional Area
Facilities & Administration

Job Type
Full time

Employment Type
Regular

Shift Work
No

```
var config = { targetId: "kalturaplayer69fb32820a7b5968006071", provider: { widgetId:
"1Qm7rm1pm", partnerId: "2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause:
false, allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: {},
sources: { options: {}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true,
showSpeedMenu: false }, css : "/modules/custom/arcticnckalturaaddon/css/kalturavideo.css",
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
(KalturaPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if
(KalturaPlayer.plugins["transcript"]) { config.plugins["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 }; } if (KalturaPlayer.plugins["preventSeek"]) {
```

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config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; }
config.plugins.floating = { disable: true }; if (KalturaPlayer.plugins["navigation"]) {
config.plugins.navigation = { position: "right", expandMode: "over", expandOnFirstPlay: false, visible:
false }; } if (KalturaPlayer.plugins["hotspots"]) { config.plugins['playkit-js-hotspots'] = { disable: true }; }
if (KalturaPlayer.plugins["moderation"]) { config.plugins['playkit-js-moderation'] = { disable: true }; } if
(KalturaPlayer.plugins["info"]) { config.plugins['playkit-js-info'] = { disable: true }; } if
(KalturaPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents =
[]; if (KalturaPlayer.plugins["googleAnalytics"]) { 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: "1_dgfvmafo"}); } catch (e) { console.error(e.message) }
```

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