

Site Admin and Executive Assistant - Temporary (Fixed Term)

Job ID
REQ-10088987

十月 16, 2026

Czech Republic

摘要

The Site Administrator and Executive Assistant will provide the support and controls related to all the administrative needs of the NOCC and NOCC Head as maternity cover for a period of 2 years.

About the Role

Major accountabilities:

- Organize and coordinate meetings and events, including the set-up of these and associated logistics (calendar invites, room reservations, telephone & video administration, townhalls, catering, etc.).
- Prepare the agenda and manage content for key meetings (collect discussion topics, consolidate material and slides, distribute pre-read material, ensure follow-up items are considered, etc.).

- Document meeting discussions and agreements (taking notes, summarizing key decisions, noting open items and owners, sending meeting minutes, etc.).
- Attend foreign visitors and organize their work agenda, travel & transportation, security, etc.
- Perform procurement activities for the team (manage purchase orders, payments, etc.).
- Liaise with ERC, HSE etc. to provide on-site logistical support for activities. Support travel management and expense reports & reimbursements
- Support ad-hoc site needs as required (e.g. Parking administration app, Onboarding calendar and invites, etc.). All aspects of diary management and general EA support
- Plan, coordinate and facilitate site initiative events.
- Support greater integration of communications and platforms across the site and serve as an advisor on the effective use of various platforms and other internal social tools for information and content sharing.
- Ensure site information is up to date and published in the appropriate channels

Minimum Requirements:

- Proven experience supporting senior leaders in an administrative or executive assistant capacity.
- Experience planning employee engagement initiatives, communications activities, or site-wide events.
- Excellent written and verbal communication skills with strong attention to detail.

Expected Annual Base Salary Range for role: 528,990.00 - 982,410.00 CZK Annual

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

Read our brochure to learn more about our global total rewards offering:

<https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf>

Note: Benefits and compensation may vary by country and are subject to local legal requirements,

including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

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.

Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an email to di.cz@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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 \(PDF 30 MB\)](#)

Primary location salary range
K € 528,990.00 - K € 982,410.00

部門
Operations

Business Unit
Production / Manufacturing

地点

Czech Republic

站点
Prague

Company / Legal Entity
CZ02 (FCRS = CZ002) Novartis s.r.o.

Functional Area
Facilities & Administration

Job Type
Full time

Employment Type
Temporary (Fixed Term)

Shift Work
No

```
var kPlayer = KalturaPlayer55802022 || KalturaPlayer; var config = { targetId:
"kalturaplayer6ad479d025ee3597267071", provider: { widgetId: "1Qm7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false, muted: false, loop:
false }, sources: { options: {}, startTime: 0 }, disableUserCache: "true", plugins: {}, sources: { options:
{}}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu:
false }, components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets:
['Playback', 'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
kPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
(kPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if
(kPlayer.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 (kPlayer.plugins["preventSeek"]) {
config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; }
config.plugins.floating = { disable: true }; if (kPlayer.plugins["navigation"]) { config.plugins.navigation =
{ position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; } if
(kPlayer.plugins["hotspots"]) { config.plugins["playkit-js-hotspots"] = { disable: true }; } if
(kPlayer.plugins["moderation"]) { config.plugins["playkit-js-moderation"] = { disable: true }; } if
(kPlayer.plugins["info"]) { config.plugins["playkit-js-info"] = { disable: true }; } if
(kPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents = []; if
(kPlayer.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 } };
```

```
// Ensure the global player registry array always exists, regardless of embed type.  
window.kalturaPlayerVideos = window.kalturaPlayerVideos || []; try { var thumbEmbedPromise =  
thumbEmbed({config, mediaInfo: {entryId: "1dgfvmafo"}}); // thumbEmbed() returns a  
Promise that resolves with the player instance // when the user clicks the thumbnail. Use .then() to  
capture the player directly. thumbEmbedPromise .then(function(player) {  
window.kalturaPlayerVideos.push(player); // Notify kalturadatalayer.js that a new player is ready so  
it can // attach custom event listeners immediately, regardless of when // the user clicked the  
thumbnail relative to page load. document.dispatchEvent(new CustomEvent('kalturaPlayerReady', {  
detail: { player: player } })); }) .catch(function(error) { console.error(error); }); } catch (e) {  
console.error(e.message) }
```

Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to di.cz@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Job ID
REQ-10088987

Site Admin and Executive Assistant - Temporary (Fixed Term)

[Apply to Job](#)



Job ID
REQ-10088987

Site Admin and Executive Assistant - Temporary (Fixed Term)

[Apply to Job](#)

Source URL:

<https://prod1.novartis.com.cn/careers/career-search/job/details/req-10088987-site-admin-and-executive-assistant-temporary-fixed-term>

List of links present in page

1. <https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf>
2. <mailto:di.cz@novartis.com>
3. <https://www.novartis.com/about/strategy/people-and-culture>
4. <https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf>
5. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Prague/Site-Admin-and-Executive-Assistant---Temporary--Fixed-Term-REQ-10088987-1>
6. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Prague/Site-Admin-and-Executive-Assistant---Temporary--Fixed-Term-REQ-10088987-1>