NOVARTIS

Team Coordinator

Job ID
REQ-10090958

十月 27, 2026

Ukraine

摘要

The Team Coordinator ensures effective coordination of key business and administrative activities, supporting teams with contracts, procurement, reporting, document workflows, meetings, events, and logistics. The role works closely with cross-functional stakeholders to ensure smooth, timely, and compliant execution of operational processes.

About the Role

Key Responsibilities

- Support team members in planning and executing brand plans, programs, and promotional activities.
- Coordinate contracts and ensure timely collection, administration, and archiving of signed agreements.
- Prepare and submit reports accurately and on time.

- Process invoices and support vendor creation and maintenance in SAP, Ariba, and related systems.
- Create, track, and close Purchase Orders (POs).
- Manage document approval and signature workflows through the Vchasno electronic document management system.
- Collaborate with Legal and other stakeholders to maintain documentation and internal processes.
- Support the organization of meetings, events, travel arrangements, and other logistical activities.
- Track action items and provide administrative and operational support to the team.

What you'll bring:

Experience in team coordination, administration, project support, or a similar role.

Strong organizational skills and attention to detail.

Experience working with contracts, invoices, and procurement processes.

Knowledge of SAP, Ariba, or similar systems is an advantage.

Strong communication and stakeholder management skills.

Proficiency in Microsoft Office applications.

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

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部门
International

Business Unit
General Management

地点
Ukraine

站点
Kyiv

Company / Legal Entity
UAP0 (FCRS = CH024) NOPH SERVICES UKRAINE

Functional Area
Marketing

Job Type
Full time

Employment Type
Regular

Shift Work
No

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