

Congress & Events Associate

Job ID
REQ-10073709
апр 14, 2026
Колумбия

Сводка

~在一个专门的子职能部门内的技术专家或分析师，为本地、区域或全球子职能部门（即营销服务）提供支持。
~监管管理员/非专业人员团队的角色。
管理大会和活动的各个方面：计划、管理、创新和创意、与供应商谈判，人员管理和协调。

About the Role

Major Accountabilities

~ 协助活动经理完成所有内部审批流程，并提供支持文件，包括演讲者申请、PR/PO 和付款等。

Key Performance Indicators

~ 后勤执行质量和结果
~ 合规、财务和 NP4 遵循性

Work Experience

~在制药行业的工作经验
~项目管理
~运营管理和执行

Skills

~企业传讯
~灵活性
~营销
~营销传播
~媒体关系
~新闻稿
~社交媒体
~战略传播
~贸易展览

Language

英语

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 \(PDF 30 MB\)](#)

Дивизион
International
Business Unit
Marketing
Место
Колумбия
Сайт
Bogota (Pharmaceuticals / GDD / NTO / CTS)
Company / Legal Entity
CO01 (FCRS = CO001) Novartis de Colombia S.A
Functional Area
Маркетинг
Job Type
Full time
Employment Type
正式
Shift Work
No

Job ID
REQ-10073709

Congress & Events Associate

[Apply to Job](#)
Job ID
REQ-10073709

Congress & Events Associate

[Apply to Job](#)

Source URL: <https://www.novartis.ru/careers/career-search/job/details/req-10073709-congress-events-associate-zh-cn>

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/zh-CN/Novartis_Careers/job/Bogota-Pharmaceuticals--GDD--NTO--CTS/Congress---Events-Associate_REQ-10073709
4. https://novartis.wd3.myworkdayjobs.com/zh-CN/Novartis_Careers/job/Bogota-Pharmaceuticals--GDD--NTO--CTS/Congress---Events-Associate_REQ-10073709