NOVARTIS

Congress and Events Associate, 12months contract role

Job ID
REQ-10089690
Ноя. 15, 2026
Австралия

Сводка

We are seeking a proactive and highly organised Congress and Events Associate to join our team on a 12-month contract as parental leave cover. This is an exciting opportunity for someone who enjoys working in a fast-paced environment, can confidently manage multiple priorities, and is passionate about delivering high-quality events.

You will join a collaborative, supportive and fun team who work hard, back each other, and take pride in delivering impactful congresses and events across the organisation. We are looking for someone who is a self-starter, naturally curious, and brings strong communication and stakeholder management skills. You will be comfortable working with cross-functional teams, external vendors, speakers and internal stakeholders to ensure events are delivered efficiently, compliantly and to a high standard.

The Congress and Events Associate supports the Commercial and V&A teams, or other assigned groups, in the compliant and efficient delivery of congresses and events across the country organisation. The role acts as a day-to-day operational point of contact for assigned events, ensuring timelines, deliverables and participant experience are managed consistently. This includes supporting external speaker coordination, vendor management, event documentation, compliance requirements and post-event reporting. You will play an important role in ensuring events are delivered in line with approved plans, standards and governance, while also capturing learnings and improvement opportunities to support continuous improvement.

About the Role

- Support the operational planning and delivery of congresses and events in line with approved plans, processes and standards.
- Coordinate event timelines, checklists, milestones and deliverables to ensure smooth execution.
- Act as the day-to-day operational contact for assigned events.
- Support preparation and on-site execution activities, ensuring event readiness and timely issue resolution.
- Coordinate with external vendors in line with defined contracts and service expectations.
- Provide operational support for external speakers, including onboarding activities and the collection and tracking of required documentation.
- Coordinate speaker logistics in line with compliance standards.
- Prepare and maintain event documentation, trackers, records and reporting.
- Support compliance checks and required documentation in line with defined processes.
- Ensure events are executed in accordance with agreed strategy, standards, timelines and governance.
- Capture post-event learnings, issues, KPIs, metrics and improvement opportunities.
- Support updates to templates, checklists and operational tools to improve consistency and efficiency.

What we are looking for:

- Previous experience in events, congresses, project coordination, administration or a similar operational role.
- Strong organisational skills and excellent attention to detail.
- The ability to manage multiple priorities and deadlines.
- Strong written and verbal communication skills.
- A proactive, self-starting approach with a willingness to learn.
- Curiosity and a continuous improvement mindset.
- Confidence working with internal stakeholders, external vendors and speakers.
- A collaborative approach and the ability to work effectively in a team environment.
- An understanding of compliance, governance or regulated environments would be advantageous.

Why join us?

This is a great opportunity to join a supportive and high-performing team where you will be empowered to contribute, learn and make an impact. You will work with colleagues who are collaborative, committed and passionate about delivering excellent outcomes.

If you are organised, proactive, curious and ready to step into a busy events role with immediate impact, we would love to hear from you.

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
General Management
Место
Австралия
Сайт

New South Wales (NSW)
Company / Legal Entity
AU04 (FCRS = AU004) Novartis Pharmaceuticals Australia Pty Ltd
Functional Area
Продажи
Job Type
Full time
Employment Type
Temporary (Fixed Term)
Shift Work
No

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