

## Marketing Specialist

Job ID  
REQ-10046168

4月 16, 2025

Belgium

### 摘要

-Local Brand Managers OR global / regional / local sub-function specialists within a specific marketing sub-function. -Define product strategy in agreement with local management and global marketing department, and implement supporting tactical plans/projects.

### About the Role

Key Responsibilities:

- Marketing Projects: Assist in the planning, execution and evaluation of marketing projects

aligned with brand strategy.

- Material Library & Approvals: Create and manage the brand's digital asset management and approval system (FUSE).
- Material & Agency Management: Assist marketing material & agency management: daily communication, developing promotion materials, ensuring materials are compliant and that print materials are in good supply.
- Microsoft Teams Site Management: Assist in organizing folders and files accessible to the marketing, sales and partnering teams.
- Budget Management: Request payment requests/purchase orders, and support budget management & organizing biddings for suppliers where required.
- Compliance: Preparation and payment of healthcare professionals for healthcare professional meeting speakers and sponsorships
- Meeting and Event Coordination: Assist marketing in organization of internal and external meetings and scientific conferences (e.g. selection of venues, booking rooms, ensuring all necessary equipment is provided, supervising dinner menus, etc.)
- Onboarding and Training Support: Schedule onboarding sessions for new starters and maintain up-to-date training materials.

#### Essential Requirements:

- University degree in business or science.
- Strong organizational skills and high attention to detail.
- Proven speed, agility, time management skills and resilience to multitasking.
- Excellent verbal and written communication abilities for collaboration with cross-functional teams and stakeholders.
- Experience in organizing events or promotions, including logistics and attendee management.

#### Desirable Requirements:

- Relevant internship and pharmaceutical/healthcare industry experience an asset.
- Expertise in Microsoft suite (e.g. Teams, Outlook, PowerPoint, Excel), marketing and survey tools/software.

#### You'll receive:

You'll have countless opportunities to develop, whether it's up, across or outside your comfort zone. We offer you a challenging, international, interdisciplinary and enjoyable work environment. Investment in people is a priority for Novartis including your well-being. We offer a range of possibilities for personal development and career opportunities within a network of bright and curious minds. We offer you a competitive salary and benefit package.

#### Why Novartis?

Improving the lives of people living with disease takes more than innovative science. It takes a focus on the needs of people and a community committed to meeting them. It takes a team of people like

you. Working together. Learning together. Thriving together. As part of our around 1800 employees in Belgium and Luxembourg, you can be part of an amazing team changing people's lives. Together, we are reimagining medicine. Join us in extending and improving people's lives.

Learn more here and discover some of the stories of who might become one of your future colleagues: <https://www.novartis.com/be-nl/jobs> & <https://www.novartis.com/be-fr/emploi>

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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Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

部门

International

Business Unit

Innovative Medicines

地点

Belgium

站点

Vilvoorde

Company / Legal Entity  
BE03 (FCRS = BE003) Novartis Pharma nv-sa

Functional Area  
Marketing

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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



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