

Marketing Coordinator - Oncology

Job ID
REQ-10046847

4月 30, 2025

Canada

摘要

Location: Montreal, #LI-Hybrid

Novartis is unable to offer relocation support for this role; please only apply if this location is accessible for you.

About the role:

We are looking for a dynamic and passionate professional to help us achieve our ambitious mission to reach twice as many Canadian Oncology patients, twice as fast.

As a marketing coordinator, you will be responsible for providing marketing and administration support for our Oncology portfolio and enabling greater efficiency in brand management. This position serves as a pivotal feeder role, providing valuable experience and skill development that will pave the way for future opportunities in various marketing and sales positions within our commercial division.

The role reports into the marketing director and will work closely with the Oncology brand managers and cross-functional team.

Permanent position

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 diner 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.

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

Innovative Medicines

地点

Canada

站点

Montreal

Company / Legal Entity

CA04 (FCRS = CA004) NOVARTIS PHARMA CANADA INC.

Functional Area

Marketing

Job Type

Full time

Employment Type

Regular

Shift Work
No

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