

Business Coordinator

Job ID
REQ-10051932

5月 21, 2025

Finland

摘要

#LI-Hybrid
Location: Espoo, Finland.

This role is based in Espoo, Finland. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

The Business Coordinator supports and assist brand teams and the business at large. The primary responsibilities include managing operations related to events, promotional materials, operational and financial operations, digital tasks, and legal and compliance reporting. The role requires collaboration with cross-functional business stakeholders and aims to optimize processes for simpler execution and efficiency.

This position reports to the Business Coordinator Team Lead.

About the Role

Key Responsibilities:

- Manage operations related to promotional materials, mailings, events, and congresses (virtual and face-to-face).
- Coordination of digital initiatives together with the project owner, e.g. updating of websites, supporting with newsletters, retrieving survey and KPI reports; webcasts acting as a super user of named digital systems (Drupal, survey tools, Salesforce, SAP)
- Ensure all relevant information is available for country teams. Proactively assist the business in optimizing ways of working in daily administration. Timely and accurately prepare and maintain material according to the defined local and global policies and procedures.
- Communication and project coordination with contracted printing houses, graphic designers, and advertising agencies and other relevant stakeholders.
- Handle financial operations including procurement, new vendor setup, PO creation, and invoice management.
- Takes care of general administrative tasks and maintains the administrative processes also in case of absence of the line manager/team members.
- Collaborate with responsible project owners and brand team members.

Desired Requirements:

- Education: Bachelors' Degree.
- Min. 1 years of experience from the Pharma industry.
- Proficient Finnish and English, both written and spoken.
- Project management.
- Great communication and coordination skills.
- Digitally savvy.
- Can do attitude.

Desirable Requirements:

- Prior business coordinator experience.
- Experience using SAP and other digital tools.

Commitment To Diversity & Inclusion:

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

Accessibility And Accommodation:

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in any order to receive more detailed information about essential functions of a position, please send an e-mail to inclusion.finland@novartis.com and let us know the

nature of your request and your contact information. Please include the job requisition number in your message.

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部门
International

Business Unit
Innovative Medicines

地点
Finland

站点
Espoo

Company / Legal Entity
FI02 (FCRS = FI002) Novartis Finland Oy

Functional Area
Marketing

Job Type
Full time

Employment Type
Regular

Shift Work
No

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