

## Congress and Conference Manager

Job ID  
REQ-10056423

7月 21, 2025

India

### 摘要

Drive the strategic planning and execution of US medical booths, above brand pipeline communications at congresses.

### About the Role

Location - Hyderabad #LI Hybrid

### Major Responsibilities:

- In matrix environment, represents US Medical interests across multi-disciplinary teams [e.g., Content Development teams, medical strategy teams, and field medical to ensure alignment and maximization of SciComms tactics in support of the US medical strategy for medical congresses

- Collaborate with US commercial CS&O & CMAR to drive comprehensive congress narrative and prioritizations.
- Implement innovative and impactful medical communication tactics working closely with Digital Strategy, Scientific Communication leads, medical/legal/regulatory review teams in compliance with Novartis policies and facilitate best-practice sharing and operational excellence.
- Support vendor management and selection for third party medical communication activities in line with Novartis policies.
- Oversee the lifecycle management of virtual and in person Congress assets that includes and not limited to:
  - Communicating review and approval timelines for assets
  - Routing assets to agency partners for channel execution
  - Maintaining the master graphics grid for both in person and virtual Congress updates as aligned with US Scientific Communications Leads
  - Contributes to key activities related to strategic conference management (e.g., contributes to the development of medical messaging and pipeline priorities at key medical congresses as aligned with medical priorities)
  - Provides strategic input on medium of content development
  - Ensures consistency in the design elements and technical applications of booth and digital congress booth materials to ensure cohesion across US Medical.

#### Minimum Requirements:

##### Education

Bachelor ' s degree or equivalent education/degree in life science/healthcare

##### Experience Required

> 6 years pharmaceutical industry, with primary focus on Medical Communications

##### Skills/Qualifications

Understanding of Medical Communications processes and principles in the US Healthcare and Pharma/Biotech industries preferred

Ability to communicate and lead in a cross-functional environment

Solid understanding of procurement processes, budget, and resource management

Strong understanding of medical congress planning and booth planning

Experience in managing 3rd party agencies

Medical Communication Expertise

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Finance

Business Unit  
Universal Hierarchy Node

地点  
India

站点  
Hyderabad (Office)

Company / Legal Entity  
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area  
Research & Development

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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