

Medical Affairs - Congress & Conference Manager

Job ID
REQ-10059453

8月 08, 2025

Mexico

摘要

Drive the strategic planning and execution of medical booths, communications at congresses.

About the Role

Profile Summary:

- 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.
- Collaborates with US cross-functional teams 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.
- Oversees the lifecycle management of virtual and in person Congress materials that includes and not limited to:

o Communicating review and approval timelines for medical materials.

o Routing materials to agency partners for channel execution.

o Maintaining the master graphics grid for both in person and virtual Congress updates as aligned with US Scientific Communications Leads.

o 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).

o Provides strategic input on medium of content development.

o Ensures consistency in the design elements and technical applications of booth and digital congress booth materials to ensure cohesion across US Medical.

Experience Required:

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

Skills/Qualifications:

- Fluent English (oral and written).
- Understanding of Medical Communications processes and principles in the Healthcare and Pharma/Biotech industries preferred.
- Education: Bachelor ' s degree or equivalent education/degree in life science/healthcare.
- Project / Program Management experience.

Other requirements:

- 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.
- Travel internationally/domestically as required.

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

Operations

Business Unit

Universal Hierarchy Node

地点

Mexico

站点

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Research & Development

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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