

## Congress & Events Associate

Job ID  
REQ-10073709

3月 13, 2026

Colombia

### 摘要

Technische Spezialisten oder Analysten innerhalb einer spezialisierten Teilfunktion, die lokale, regionale oder globale Teilfunktionen unterst ü tzen, z. B. Marketing Services.

-Rollen, die Teams von Administratoren/Nicht-Profis ü berwachen.

Management aller Aspekte des Kongresses und der Veranstaltung: Planung, Verwaltung, Innovation und Kreativität, Verhandlungen mit Lieferanten, Personalmanagement und Koordination.

### About the Role

#### Major Accountabilities

-Support-Event-Gesch ä ftsf ü hrer, um den gesamten internen Genehmigungsprozess abzuschlie ß en und die unterst ü tzende Dokumentation einschlie ß lich Referentenantrag, PR/PO und Zahlung usw. bereitzustellen.

## Key Performance Indicators

- Qualität und Ergebnis der Logistikausführung
- Compliance, Finanzen und NP4-Einhaltung
- Kundenzufriedenheit

## Work Experience

- Berufserfahrung in der Pharmaindustrie
- Projektmanagement
- Operations Management und Ausführung

## Skills

- Unternehmenskommunikation
- Flexibilität
- Marketing
- Marketing-Kommunikation
- Medienarbeit
- Presseinformationen
- Soziale Medien
- Strategische Kommunikation
- Messen

## Language

- Englisch

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

部門

International

Business Unit

Marketing

地点

Colombia

站点

Bogota (Pharmaceuticals / GDD / NTO / CTS)

Company / Legal Entity

CO01 (FCRS = CO001) Novartis de Colombia S.A

Functional Area

Marketing

Job Type

Full time

Employment Type

Regul ä r

Shift Work

No

```
function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer69b4594769329851655830"); var mediaContainer =
mediaElement.closest('.nc-kaltura-media'); var originalWidth = "1200px"; var originalHeight = "674px";
var originalWidthValue = parseFloat(originalWidth); var originalHeightValue =
parseFloat(originalHeight); var mediaType = "video"; var isResponsive = false; // Get computed styles
of the container element. var parentStyles = window.getComputedStyle(mediaContainer); var
finalWidth = parseFloat(parentStyles.width); if (finalWidth < originalWidthValue) {
var config = { targetId:
"kalturaplayer69b4594769329851655830", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false,
allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: { download: {
disable: true }, "playkit-js-transcript":{ position: "right", // Default: bottom;( ' left ', ' right', ' top ', 'bottom ' ) to
enable transcript. expandMode: "over", // Default: alongside;( ' alongside', ' hidden ', 'over ' )
expandOnFirstPlay: false, showTime: true, downloadDisabled: false, printDisabled: false, disable:
true } }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false },
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; config.plugins.preventSeek = { preventSeekForward:
```

```
false, preventSeek: false }; config.plugins.floating = { disable: true }; config.plugins.navigation = {
position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; config.plugins['playkit-
js-hotspots'] = { disable: true }; config.plugins['playkit-js-moderation'] = { disable: true };
config.plugins['playkit-js-info'] = { disable: true }; config.plugins.share = { disable: true };
config.ui.uiComponents = []; config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } };
```

```
try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof
kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other
media. kalturaPlayer.loadMedia({entryId: "1dgfvmafo"}); setTimeout(() => {
setupAutoPause(kalturaPlayerVideos); }, 500); function setupAutoPause(players) {
players.forEach((currentPlayer) => { currentPlayer.addEventListener('play', () => {
players.forEach((otherPlayer) => { if (otherPlayer !== currentPlayer && typeof otherPlayer.pause ===
'function') { otherPlayer.pause(); } }); }); }); } catch (e) { console.error(e.message) }
```



**VIDEO**

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2. <https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf>
3. <https://novartis.wd3.myworkdayjobs.com/de-DE/NovartisCareers/job/Bogota-Pharmaceuticals--GDD--NTO--CTS/Congress---Events-AssociateREQ-10073709>
4. <https://novartis.wd3.myworkdayjobs.com/de-DE/NovartisCareers/job/Bogota-Pharmaceuticals--GDD--NTO--CTS/Congress---Events-AssociateREQ-10073709>