Congress & Events Associate

Job ID
REQ-10073709

3   13, 2026

Colombia

Specialisti tecnici o analisti all'interno di una sottofunzione specializzata, che forniscono supporto alle sottofunzioni locali, regionali o globali, ad esempio i servizi di marketing.
Team di supervisione dei ruoli di amministratori/non professionisti.
Gestire tutti gli aspetti di congressi ed eventi: pianificazione, amministrazione, innovazione e creatività, negoziazione con i fornitori, gestione e coordinamento delle persone.

About the Role

Major Accountabilities

-Sostenere il Resp. degli eventi per completare l'intero processo di approvazione interno e fornire la documentazione di supporto, tra cui richiesta del relatore, PR/PO, pagamento, ecc.

Key Performance Indicators

-Qualità e risultato dellesecuzione logistica
-Compliance, finance and NP4 adherence
-Soddisfazione cliente

Work Experience

Esperienza lavorativa nell'industria farmaceutica
Project Management
Operations management and execution

Skills

Comunicazione d'impresa
Flessibilità
Marketing
Comunicazioni di marketing
Relazioni con i media
Comunicati
Reti sociali
Comunicazioni strategiche
Fiere

Language

Inglese

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)

International

Business Unit
Marketing

Colombia

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
Regolare

Shift Work
No

function adjustKalturaPlayer() { var deviceWidth = window.innerWidth || document.documentElement.clientWidth || document.body.clientWidth; var mediaElement = document.getElementById("kalturaplayer69b4596d9ccf0215030641"); 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 var config = { targetId: "kalturaplayer69b4596d9ccf0215030641", 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 } };
```

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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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REQ-10073709

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Apply to Job

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