# NOVARTIS

## Congress & Events Associate

Job ID
REQ-10073709

3  13, 2026

Colombia

This role is ideal for someone who enjoys orchestrating complex activities and ensuring everything comes together seamlessly. As a Congress & Events Associate, you will be at the heart of delivering high quality, compliant, and impactful professional events. By translating business needs into operational excellence, you will help create meaningful experiences that align stakeholders, meet regulatory expectations, and support Novartis' strategic objectives while protecting the organization's reputation and integrity.

### About the Role

Congress & Events Associate
Hybrid

**Location:** Bogota, Colombia

## Key Responsibilities

- Plan, deliver, and close congresses and professional events, ensuring reliable end to end execution and quality outcomes.
- Translate event strategies into structured execution plans, anticipating risks and resolving operational issues proactively.
- Ensure full compliance with internal policies, local regulations, and professional practices when engaging healthcare professionals, organizations, and third parties.
- Manage approvals, documentation, and risk assessments with rigor and transparency to safeguard the organization.
- Act as a trusted operational partner to business owners, guiding them toward compliant, efficient, and high impact event execution.
- Coordinate vendors and service providers to deliver professional, timely, and cost efficient event outcomes.
- Monitor operational performance and identify opportunities to improve event standards, tools, and ways of working.

## Essential Requirements

- Experience supporting or executing professional events, congresses, or similar initiatives in a regulated environment.
- Solid understanding of compliance, governance, and risk management principles related to events and third party engagement.
- Strong organizational and project management skills, with attention to detail across multiple activities.
- Ability to collaborate effectively with cross functional stakeholders and external vendors.
- Proven capability to manage operational complexity while balancing business needs and regulatory requirements.
- Clear communication skills and a proactive mindset to anticipate issues and drive solutions.

**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
Regular

Shift Work
No

```javascript
function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer69b4594cc81f3628943743"); 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:
"kalturaplayer69b4594cc81f3628943743", provider: { widgetId: "1Om7rm1pm", 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 } };
```

```javascript
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

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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