

Event Analyst " >

Job ID
329603BR
Mexico

Job Description

799 million. That's how many lives our products touched in 2019. And while we're proud of that, in this world of digital and technological transformation, we must also ask ourselves this: how can we continue to improve and extend even more people's lives? We believe the answers are found when curious, courageous and collaborative people like you are empowered to ask new questions, make bolder decisions and take smarter risks. We are Novartis. Join us and help reimagine medicine.

Your responsibilities:

Your responsibilities include, but are not limited to:

- Administrative and organizational services:
- Manage correspondence and calendar of the leader; independently prioritize requests for meetings and assign matters to team members where appropriate
- Maintain overview of all deadlines for submissions to, and actions arising from, various Committees at very senior levels (including Board of Directors, Legal Leadership Team, various Steering Committees).
- Organize all logistics for Compliance Steering Committee meeting , Global Policy Committees (chaired by Group General Counsel), Misconduct Prevention Working Group Meetings, Group I&C Team meetings and other important meetings Support Project Coordination through timely execution.

<https://www.youtube.com/watch?v=ggbnzRY9z8w>

Diversity & Inclusion / EEO

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

Minimum Requirements

What you'll bring to the role:

- Bachelor's degree.
- 1 year of experience in marketing or administrative positions.
- Advance English level (written and spoken)
- Excel intermediate
- Competences: Action oriented, Agile learning, Situational adaptability, Ethics

Why Novartis?

769 million lives were touched by Novartis medicines in 2020, and while we're proud of this, we know there is so much more we could do to help improve and extend people's lives.

We believe new insights, perspectives and ground-breaking solutions can be found at the intersection of medical science and digital innovation. That a diverse, equitable and inclusive environment inspires new ways of working.

We believe our potential can thrive and grow in an unbossed culture underpinned by integrity, curiosity and flexibility. And we can reinvent what's possible, when we collaborate with courage to aggressively and ambitiously tackle the world's toughest medical challenges. Because the greatest risk in life, is the risk of never trying!

Imagine what you could do here at Novartis!

Novartis is an equal opportunities employer and welcomes applications from all suitably qualified persons.

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

Division

PHARMA

Business Unit

LACAN PHARMA

Location

Mexico

Site

Distrito Federal

Company / Legal Entity

NOV CORPORATIVO MEX

Functional Area

Legal & Intellectual Property & Compl.

Job Type

Full Time

Employment Type

Regular

Shift Work

No

[Apply to Job](#) [Access Job Account](#)



Job ID

329603BR

Event Analyst

[Apply to Job](#) [Access Job Account](#)

Source URL: <https://www.novartis.com/careers/career-search/job-details/329603br/event-analyst>

List of links present in page

- <https://www.novartis.com/careers/career-search/job-details/329603br/event-analyst>
- <https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=13617&siteid=5260&jobid=2747843&AL=1>