

## Congress & Events Associate

Job ID  
REQ-10078366  
май 28, 2026  
Чехия

### Сводка

#LI-Hybrid  
Location: Prague, Czech Republic

Relocation Support: This role is based in Prague, Czech Republic. Novartis is unable to offer relocation support: please only apply if accessible.

Ready to shape impactful scientific engagements that bring the right experts together? As a Congress & Events Associate, you will play a pivotal role in delivering high-quality, compliant, and engaging peer-to-peer events that connect healthcare professionals and elevate brand strategies. Working at the heart of cross-functional collaboration, you will drive end-to-end execution of congresses and events, ensuring seamless delivery while continuously enhancing customer experience and operational excellence.

### About the Role

#### Key Responsibilities:

- Co-create congress engagement plans aligned with brand strategies and therapeutic area priorities
- Lead end-to-end execution of P2P events, including planning, approvals, delivery, and post-event evaluation
- Manage project timelines, milestones, deliverables, and key performance indicators across multiple event initiatives
- Collaborate cross-functionally with brand, medical, and support teams to ensure aligned event execution
- Oversee external agencies and vendors to deliver high-quality, compliant, and customer-focused events
- Analyze event performance metrics and provide actionable insights to improve future engagements
- Ensure compliance with internal processes, standard operating procedures, and local regulations throughout all activities

#### Essential Requirements:

- Fluent in Czech or Slovak and English, both written and spoken
- Proven ability to manage complex processes end-to-end with strong attention to detail
- Experience working in cross-functional teams within a dynamic and fast-paced environment
- Strong organizational and project management skills, with ability to handle multiple priorities simultaneously
- Solid understanding of compliance requirements, including adherence to internal procedures and local regulations
- Analytical mindset with ability to interpret data and translate insights into actionable improvements

#### Desirable Requirements:

- Previous experience in pharmaceutical or medical device industry

#### Benefits & Rewards (applicable for Prague)

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); MultiSport Card; Find out more about Novartis Business Services: <https://www.novartis.cz/>

#### Commitment to Diversity and Inclusion

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

#### Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to [di.cz@novartis.com](mailto:di.cz@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

**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 \(PDF 30 MB\)](#)

Дивизион  
International  
Business Unit  
General Management  
Место  
Чехия  
Сайт  
Prague  
Company / Legal Entity  
CZ02 (FCRS = CZ002) Novartis s.r.o.  
Functional Area  
Маркетинг  
Job Type  
Full time  
Employment Type  
Temporary (Fixed Term)  
Shift Work  
No

## Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to [di.cz@novartis.com](mailto:di.cz@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Job ID  
REQ-10078366

## Congress & Events Associate

[Apply to Job](#)  
Job ID  
REQ-10078366

## Congress & Events Associate

[Apply to Job](#)

---

**Source URL:** <https://novartis.ru/careers/career-search/job/details/req-10078366-congress-events-associate>

### List of links present in page

1. <https://www.novartis.cz/>
2. <https://www.novartis.com/about/strategy/people-and-culture>
3. [https://www.novartis.com/sites/novartis\\_com/files/novartis-life-handbook.pdf](https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf)
4. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Prague/Congress---Events-Associate\\_REQ-10078366](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Prague/Congress---Events-Associate_REQ-10078366)
5. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Prague/Congress---Events-Associate\\_REQ-10078366](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Prague/Congress---Events-Associate_REQ-10078366)

