

Sales & Marketing coordinator

Job ID
REQ-10082322
июл 02, 2026
Чехия
Available in: English

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.

Provide analytics support to Novartis internal customers (CPOs & Regional marketing and sales teams) on various low-medium complexity analytical reports. Support and facilitate data enabled decision making for Novartis internal customers by providing and communicating qualitative and quantitative analytics. Support GBS-GCO business in building practice by involving in various initiatives like knowledge sharing, on-boarding and training support, support team lead in all business related tasks / activities, building process documentation and knowledge repositories. Be an integral part of a comprehensive design team responsible for designing promotional marketing materials.

About the Role

Key Responsibilities

- Create and deliver below customer requirements as per agreed SLAs -Deliver services through structured project management approach with appropriate documentation and communication throughout the delivery of services.
- Quality Assurance: Ensure deliverables for quality and accuracy are of the highest order.
- On-time project delivery within stipulated deadlines -Support in creation and maintenance of standard operating procedures (SOPs) -Support in developing and maintaining knowledge repositories that captures qualitative and quantitative reports.
- Participate in various knowledge sharing sessions.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt.
- Distribution of marketing samples (where applicable)

Essential Requirements

- Fluent English communication skills, both written and verbal.
- Previous experience within the pharmaceutical industry
- Experience supporting business operations, sales, marketing, or analytics activities.
- Proven project management skills with the ability to manage multiple priorities effectively.
- Strong analytical mindset with the ability to interpret and communicate data-driven insights.
- Experience creating and maintaining process documentation and knowledge repositories.

Benefits & Rewards

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Annual Base Salary Range for role: Kč602,616.00 - Kč1,119,144.00

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

Read our brochure to learn more about our global total rewards offering:

https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

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); Public Transportation Allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

Commitment to Diversity and Inclusion / EEO paragraph

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 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: Read our handbook to learn about all the ways we'll help you thrive personally and professionally <https://www.novartis.com/careers/benefits-rewards>

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[Read our handbook \(PDF 30 MB\)](#)

Primary location salary range

Kč602,616.00 - Kč1,119,144.00

Дивизион

International

Business Unit

Sales

Место

Чехия

Сайт

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o.

Functional Area

Маркетинг

Job Type

Full time

Employment Type

Regular

Shift Work

No

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List of links present in page

1. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
2. <https://www.novartis.cz/>
3. <https://www.novartis.com/about/strategy/people-and-culture>
4. <https://www.novartis.com/careers/benefits-rewards>
5. <https://www.novartis.com/about/strategy/people-and-culture>
6. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
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