

## Aprendiz SENA Public Affairs

Job ID

REQ-10084370

июл 23, 2026

Колумбия

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### Сводка

-Technical specialists or analysts within a specialized sub-function, delivering support to local, regional or global sub-functions i.e. Marketing Services. -Roles supervising teams of administrators/non-professionals. Manage all aspect of the congress and event: planning, administration, innovation and creativity, negotiation with suppliers, people management and coordination.

### About the Role

#### Major accountabilities:

- Support Event Manager to finish all internal approval process and provide the supporting documentation including speaker application, PR/PO and payment, etc.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt
- Distribution of marketing samples (where applicable)

#### Key performance indicators:

- Logistics execution quality and result -Compliance, finance and NP4 adherence -Customer satisfaction

#### Minimum Requirements:

##### Work Experience:

- Operations Management and Execution.
- Project Management.
- Working experience within the pharmaceutical industry.

##### Skills:

- Corporate Communication.
- Flexibility.
- Marketing.
- Marketing Communications.
- Media Relations.
- Press Releases.
- Social Media.
- Strategic Communications.
- Trade Shows.

##### Languages :

- English.

**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

Колумбия

Сайт

Bogota (Pharmaceuticals / GDD / NTO / CTS)

Company / Legal Entity

CO01 (FCRS = CO001) Novartis de Colombia S.A

Functional Area

Маркетинг

Job Type

Full time

Employment Type

Regular

Shift Work

No

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