

Congress & Events Associate

Job ID

REQ-10078366

Jun 02, 2026

LOC_CZ

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 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Role Requirements

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 \(PDF 30 MB\)](#)

Division

DIV_IM

Business Unit

General Management

Location

LOC_CZ

Site

Prague

Company / Legal Entity

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

Functional Area

FCT_MM

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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