

Congress Manager Lead - Neurosciences

Job ID

REQ-10078536

Jun 04, 2026

LOC_MX

About the Role

Key Responsibilities:

- Work within a matrix environment, represents US Medical interests across multi-disciplinary teams [e.g., Content Development teams, medical strategy teams, and field medical to ensure alignment and maximization of SciComms tactics in support of the US medical strategy for medical congresses, including booth planning and execution, speaker programs and digital channels.
- Collaborate with US commercial CS&O & CMAR to drive comprehensive congress narrative and prioritizations.
- Implement innovative and impactful medical communication tactics working closely with Digital Strategy, Scientific Communication leads, medical/legal/regulatory review teams in compliance with Novartis policies and facilitate best-practice sharing and operational excellence.
- Support vendor management and selection for third party medical communication activities in line with Novartis policies.
- Oversee the lifecycle management of virtual and in person Congress assets that includes and not limited to:
 - Communicate review and approval timelines for assets
 - Routing assets to agency partners for channel execution
 - Maintaining the master graphics grid for both in person and virtual Congress updates as aligned with US Scientific Communications Leads
 - Contributes to key activities related to strategic conference management (e.g., contributes to the development of medical messaging and pipeline priorities at key medical congresses as aligned with medical priorities)
 - Provides strategic input on medium of content development
 - Ensure consistency in the design elements and technical applications of booth and digital congress booth materials to ensure cohesion across US Medical

Essential Requirements:

- Bachelor's degree or equivalent education/degree, preferred in life science/healthcare.
- Minimum 6+ years pharmaceutical industry, with primary focus on Medical Communications.
- Fluent English (oral and written).
- Understanding of Medical Communications processes and principles in the US Healthcare and Pharma/Biotech industries preferred.
- Ability to communicate and lead in a cross-functional environment.
- Solid understanding of procurement processes, budget, and resource management.
- Strong understanding of medical congress planning and booth planning.
- Experience in managing 3rd party agencies.
- Medical Communication Expertise.
- Ability and willingness to work off hours and holidays if required.
- Travel internationally/domestically as required.

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 work with and provide reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to tas.mexico@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a tas.mexico@novartis.com y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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_IU

Business Unit

Marketing

Location

LOC_MX

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

FCT_RD

Job Type

Full time

Employment Type

Regular

Shift Work

No

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