

Medical Team Coordinator (maternity leave cover – 2 years)

Job ID

REQ-10088043

Sep 25, 2026

LOC_CZ

About the Role

Key responsibilities:

Medical / Marketing Operations Management

- Lead the end-to-end planning and execution of medical, marketing, and educational events, including congresses and trainings.
- Coordinate logistics, vendors, suppliers, speakers, and stakeholders to ensure successful event delivery.
- Participate in management of promotional and non-promotional material approval, production, distribution, and inventory processes.
- Support key opinion leader and healthcare professional engagements, including contracting and administration.
- Monitor budgets, track spending, and provide operational support for cross-functional projects and initiatives.

Approval Compliance / Legal & Data Privacy / Procurement

- Act as a subject matter expert for approval processes, compliance requirements, and company procedures.
- Coordinate approvals, purchase orders, and documentation to ensure timely and compliant execution of activities.
- Manage third-party risk management processes and support vendor compliance across assigned projects.
- Maintain audit-ready documentation and serve as the primary contact for compliance-related requests.
- Partner with Legal and Data Privacy teams to support contracts, vendor agreements, and regulatory requirements.

Project Management and Training

- Coordinate and deliver marketing and medical projects from planning through execution.
- Support process improvements, system enhancements, and implementation of new operational solutions.
- Facilitate cross-functional collaboration to ensure timely completion of projects and activities.
- Provide training and guidance on systems, processes, and compliance requirements to business stakeholders.
- Track project progress, identify risks, and help drive efficient and compliant execution

Essential Requirements:

- Min. 1-2 years of experience in Team Coordination or Project Administration roles, preferably in pharmaceutical or healthcare industry (e.g. Clinical Trial Assistant)
- University degree in life sciences, business or a related field
- Proficient Czech / Slovak and English, both written and spoken
- Ability to work with multiple systems simultaneously
- Ability to manage multiple priorities at the same time
- Proactive problem-solving mindset with strong coordination and project tracking skills
- Excellent organizational, communication, and interpersonal skills
- Structured, detail oriented, and disciplined in execution
- Experience with documentation management and audit-ready processes is an advantage

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: 602,616.00 - 1,119,144.00 CZK Annual

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.

Role Requirements

Primary location salary range

Kč602,616.00 - Kč1,119,144.00

Division

DIV_IM

Business Unit

Research

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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