

Congress and Digital Channel Partner

Job ID

REQ-10074569

Apr 22, 2026

LOC_MX

About the Role

Key Responsibilities

- Collaborate with cross-functional stakeholders to develop and execute a comprehensive congress narrative and prioritization strategy
- Drive best-practice sharing and support operational excellence across medical communications activities
- Oversee end-to-end lifecycle management of virtual and in-person, non-promotional medical materials
- Lead the dissemination of approved content across Medical Affairs digital channels
- Manage speaker program execution, including coordination with external vendors, contracts, procurement, and budget activities
- Ensure compliance with all applicable legal, regulatory, and company requirements, including FDA and internal policies

Qualifications

Education

- Bachelor's degree required
- Advanced degree preferred

Experience

- Experience in Medical Affairs, Medical Communications, Congress Strategy, or related pharmaceutical industry roles
- Strong cross-functional collaboration and project management experience
- Experience working in highly compliance-driven environments
- Experience with vendor management and digital content execution

Skills & Competencies

- Excellent written and verbal communication skills in English
- Strong planning, organizational, and attention-to-detail skills
- Ability to work effectively in a matrixed, fast-paced environment

Additional Requirements

- Willingness to work off-hours and holidays as required
- Ability to travel domestically and internationally as needed
- Flexibility to work during U.S. business hours to ensure continuity and timely decision-making

Why Join Us

If you are passionate about advancing medical communications through collaboration, innovation, and operational excellence, we encourage you to apply and be part of a team driving meaningful scientific engagement.

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

Information Technology

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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