

Sales & Marketing Project Coordinator

Job ID

REQ-10070458

Jul 09, 2026

LOC_IE

About the Role

Key Responsibilities

- Provide day-to-day administrative and secretarial support to the marketing team.
- Assist in preparing basic promotional materials for campaigns and product activities.
- Maintain accurate distributor data to support smooth marketing operations.
- Support timely completion and submission of required marketing and operational reports.
- Help coordinate customer satisfaction reports and follow-up actions.
- Ensure tasks follow Standard Operating Procedures and compliance expectations.
- Assist in tracking and organizing marketing samples where applicable.
- Report product complaints, adverse events, or special cases within required timelines.

Essential Requirements

- Experience working within the pharmaceutical industry.
- Strong understanding of market and customer dynamics.
- Ability to gather and interpret basic market intelligence.
- Clear and confident communication skills with customer focus.
- Ability to manage administrative tasks accurately and reliably.
- Strong interest in developing marketing and digital skills.
- Ability to follow Standard Operating Procedures consistently.
- Competence in organizing reports, data, and marketing materials.

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>

Disclaimer*: Some restrictions on flexible working options may apply and will be discussed during interview if applicable

Benefits And Rewards

Read our handbook to learn about all the ways we'll help you thrive personally and professionally:

<https://www.novartis.com/careers/benefits-rewards>

Commitment To Diversity And Inclusion / EEO

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 diversity.inclusion_ch@novartis.com and let us know the nature of your request and your contact information. Please

include the job requisition number in your message.

Join Our Novartis Network

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

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Role Requirements

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Primary location salary range

€31,150.00 - €57,850.00

Division

DIV_IM

Business Unit

General Management

Location

LOC_IE

Site

Dublin (NOCC)

Company / Legal Entity

IE02 (FCRS = IE002) Novartis Ireland Ltd

Functional Area

FCT_MM

Job Type

Full time

Employment Type

Regular

Shift Work

No

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