

Marketing Coordinator - Cardiovascular, Renal Metabolic

Job ID
REQ-10049551

4月 21, 2025

Canada

摘要

Location: Montreal, #LI-Hybrid

Novartis is unable to offer relocation support for this role; please only apply if this location is accessible for you.

About the role:

We are looking for a dynamic and passionate professional to help us achieve our ambitious mission to reach twice as many Canadian cardiovascular patients, twice as fast.

As a marketing specialist, you will be responsible for providing marketing and administration support for our cardiovascular portfolio and enable greater efficiency in brand management.

The role reports into the Commercial Lead and will work closely with the extended cardiovascular brand and cross-functional team.

Temporary position: 7 months

About the Role

Key Responsibilities:

- Marketing Projects: Assist in the planning, execution and evaluation of marketing projects aligned with brand strategy.
- Budget Management: Request payment requests/purchase orders, and support budget management & organizing biddings for suppliers where required.
- Contract Management: Maintaining oversight and due diligence of existing and future partnership contracts.
- Documentation: Preparation for audit related projects.
- Central Database: Development and update of centralized customer data base.
- Material Library & Approvals: Create and manage the brand 's digital asset management and approval system (FUSE).
- Material & Agency Management: Assist marketing material & agency management: daily communication, developing promotion materials, ensuring materials are compliant and that print materials are in good supply.
- Compliance: Preparation and payment of healthcare professionals for healthcare professional meeting speakers and sponsorships

Essential Requirements:

- Bachelor ' s or master ' s degree / MBA in business or science.
- Strong organizational skills and high attention to detail.
- Proven speed, agility, time management skills and resilience to multitasking.
- Advanced MS Office Skills (Powerpoint, Excel, Teams)
- Excellent verbal and written communication abilities for collaboration with cross-functional teams and stakeholders.

Desirable Requirements:

- Project Management Experience or certification (PMP / PMI)
- Background in consulting or banking preferred

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>

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<https://talentnetwork.novartis.com/network>

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部门

International

Business Unit

Innovative Medicines

地点

Canada

站点

Montreal

Company / Legal Entity

CA04 (FCRS = CA004) NOVARTIS PHARMA CANADA INC.

Functional Area

Marketing

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.



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