

# Associate and External Engagement Manager

Job ID  
REQ-10017760  
Sep 05, 2024  
Canada

## Summary

Location: Montreal/Toronto #LI-Hybrid

About the role:

We are looking for innovative, experienced and passionate communicators who want to have an impact and make a difference joining us to reimagining medicine. As Associate and External Communication Manager you will be responsible for supporting the creation and execution of corporate integrated projects, internally and externally, collaborating in a dynamic environment.

The role reports directly into the Associate Engagement and External Engagement Lead and will work closely with the rest of the corporate affairs team as well as several cross-functional teams.

## About the Role

### Key responsibilities:

- Act as a partner with internal stakeholders, contribute to the creation and implementation of communications strategies, with an ecosystem mindset (end-to-end, from associate engagement to external engagement).
- Ensure executional excellence and focus on data driven projects and insights generation that can be as predictive of trends as possible, so that the corporate positioning can truly resonate for external and internal audiences.
- Support the lead for issue management.
- Manage PR agencies and other external vendors to secure maximum return on investment, operational excellence and business impact.
- Lead on the social media strategy and execution.
- Design and execute key internal and external events.
- Management of corporate communications channels (corporate website, intranet, etc.)

### Essential Requirements:

- Master's degree / University diploma or equivalent; 8-10 years of experience in Communications.
- Data fluency, ability to anticipate and identify communication trends.
- Excellent written and verbal communication skills – including narrative writing, content development. Creativity related to content and experience-building.
- Strong collaborative attitude and ability to manage complex projects in cross functional teams.
- Resilience and agility with excellent communication, presentation and negotiation skills. Initiative, self-motivation and superior organizational and time management skills.

## Desirable Requirements: :

- Bilingual: English and French an asset.
- Utilization of Objectives, goals, strategies and measures (OGSM) framework, a goal setting and action plan framework used in strategic planning with measurable results and assessment.

## Languages :

- English.
- French is an asset

**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?

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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.

Division

Corporate Affairs

Business Unit

CTS

Location

Canada

Site

Montreal

Company / Legal Entity

CA04 (FCRS = CA004) NOVARTIS PHARMA CANADA INC.

Alternative Location 1

Toronto, Canada

Functional Area

Communications & Public Affairs

Job Type

Full time

Employment Type

Regular

Shift Work

No

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