

EA & Program Coordinator

Job ID
REQ-10021022
Sep 03, 2024
China

Summary

-Supports selected Public Affairs projects and leadership in the area of responsibility. Independently lead smaller projects. Support stakeholder engagement. Do research in the area of responsibility. Prepare briefing material, design and maintain relevant tools to use in PA activities

About the Role

Major accountabilities:

- Provide support to Public Affairs and Policy and Corporate Leads, as well as senior country leadership, in order to effectively build and manage Novartis' external reputation to engage and lead in relevant policy discussions -Contribute to the creation, revision and publishing of policy documents, advocacy toolkits, training materials.
- Selectively engage with external stakeholders -Research key topics -Team member on specific projects, lead smaller projects -Monitor and provide updates to the business on external policy and political (federal and state) developments -Manage agendas of key meetings -Design and maintain supporting tools like sharepoints for PA -Support the management of external issues and crisis situations, as required -Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

Key performance indicators:

- Quality of documents prepared (presentations etc.) -Seamless functioning of key processes -High-Quality delivery of individual contribution within projects -Recognition of effective collaboration -Evidence of high technical agility

Minimum Requirements:

Work Experience:

- Collaborating across boundaries.
- Project Management.
- Operations Management and Execution.

Skills:

- Change Management Communications.
- Communication Medium.
- Corporate Communication.
- Marketing.

- Media Relations.
- Press Releases.
- Public Affairs.
- Social Media.
- Sustainability.

Languages :

- English.

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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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

Innovative Medicines

Location

China

Site

Beijing (Beijing)

Company / Legal Entity

CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd

Functional Area

Communications & Public Affairs

Job Type

Full time

Employment Type

Regular

Shift Work

No

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