

Business Operations Coordinator (Event Coordinator)

Job ID
REQ-10044845
Mar 19, 2025
Vietnam

Summary

Location: Ho Chi Minh #LI Hybrid

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

Partnering with Event Owners from other Functions to contribute to Novartis events from planning to executing and managing the event logistics to meet the event quality standard and enhance customer's experience and satisfaction.

About the Role

- Create the full brief from the conceptual information of the project owners and clarify specifics.
- Brief agencies on the event's purpose, target, expectations, and KPIs.
- Collaborate with procurement to select the best agencies for event implementation.
- Create/review contracts with agencies, HCP, HCO, and complete internal approval for payment procedures. Review liquidation and invoice issuance post-event.
- Support the concept, design, and material production for the event.
- Follow up on event progress to ensure timelines and procedures are met; manage risks during the event. Create and manage the event budget, ensuring expenses stay within the allocation.
- Conduct site checks, supervise on-site setup, and rehearsals. Coordinate between agencies and Teams during the events. Maintain clear communication with clients, stakeholders, and team members to align with event goals. Collect feedback from attendees and stakeholders to assess success and identify areas for improvement.
- Ensure compliance with Novartis principles and internal legal laws. Defend company interests and confidentiality of company secrets, business plans, ideas, and strategies against third parties.

Requirements:

- Bachelor's degree (4-year course)
- Minimum 4 years of experience in event management
- Experience working in the life science industry
- Demonstrate a strong customer service mindset and willing to learn

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>

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>

Division

International

Business Unit

Universal Hierarchy Node

Location

Vietnam

Site

Vietnam

Company / Legal Entity

VN04 (FCRS = VN004) NVS Vietnam Company Ltd

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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