

# Marketing assistant/Project coordinator

Job ID  
REQ-10034438  
Dec 17, 2024  
Croatia

## Summary

Marketing assistant/Project coordinator is supporting the overall work of the Marketing and Medical function.

## About the Role

### Major accountabilities:

- Support in the organization of local events and in the participation of local medical events: Communicate with event organizers/ venue holders - prices, conditions, timelines . Make necessary reservations - venue, accommodation, travel. Event documentation filling adhering to internal requirements.
- Support in the preparation of Promotional Materials: Communicate with advertising/printing agencies for item selection and price negotiation. Promotional material storage and distribution to medical representatives. Promotional material documentation filing according to internal requirements.
- Support of Medical Representatives: Provide with necessary printed and advertising materials. Help in organization of events upon request.
- Translation of documents from/to English/Local language
- Contact for procurement and third-party contracts
- Preparing HCO/HCP contracts
- Creating POs

### Key performance indicators:

- Customer satisfaction.
- Delivery on time

### Minimum Requirements:

#### Work Experience & Skills:

- Working experience within the pharmaceutical industry
- University or High school education
- Experience working in similar position for at least one year
- Skills in organization and time management
- Patient/client driven with excellent communication skills
- Being a team player with the ability to work in a dynamic environment and collaborate with different teams
- Administrative Assistance

### Languages :

- English and Croatian fluent in speaking and writing

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Division

International

Business Unit

Innovative Medicines

Location

Croatia

Site

Croatia

Company / Legal Entity

HR03 (FCRS = HR003) Novartis Hrvatska d.o.o.

Functional Area

Marketing

Job Type

Full time

Employment Type

Regular

Shift Work

No

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