

Communications Junior Manager

Job ID
REQ-10027452
Oct 29, 2024
Brazil

Summary

-To provide professional advice, support and coordinate activities/relations for a particular area of Communications, focused on Associates communications

About the Role

Major accountabilities:

- Coordinate and provide specialist knowledge in a specific area of communications.
- Act as a strategic partner to the business, and create and support implementation of communications strategies in own area of expertise.
- Supervise the implementation of consistent internal and external communications plans.
- Supervise the implementation of assigned project or communications activity.
- Build relationships with and counsel senior Business Partners and /or senior Communications colleagues.
- Manage agencies and other external vendors to secure maximum return on investment, operational excellence and business impact.
- Use and coordinate available communications resources to achieve required results by ensuring effective deployment of project information /materials.
- Lead, coach and mentor a small team and coordinate education of Communications colleagues and Business Partners across communications specialties.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

Minimum Requirements:

Work Experience:

- Graduation: Communication or related areas.
- Desirable post-graduation/MBA.
- Events management skills
- Cross Cultural Experience.
- Collaborating across boundaries.
- Project Management.
- Operations Management and Execution.

Languages :

- Advanced Portuguese.
- Advanced English.

You'll receive:

Competitive salary, annual bonus, pension scheme, life insurance, 30 days annual leave, year-end recess, hybrid work model (home office 2x a week), flexible working arrangements, birthday day-off, maternity and paternity leave, subsidized dining facilities, health and dental insurance, employee recognition scheme, free parking lot (Santo Amaro and Cambe), Gympass, Space Energized for Life, gym (Santo Amaro) and virtual self-development tools.

Why consider Novartis?

236 million lives were touched by Novartis Innovative Medicines in 2022 worldwide, and while we're proud of this, we know there is so much more we could do to help improve and extend people's lives. We believe new insights, perspectives and ground-breaking solutions can be found at the intersection of medical science and digital innovation. That a diverse, equitable and inclusive environment inspires new ways of working. We believe our potential can thrive and grow in an unbossed culture underpinned by integrity, curiosity and flexibility. And we can reinvent what's possible, when we collaborate with courage to aggressively and ambitiously tackle the world's toughest medical challenges. Because the greatest risk in life, is the risk of never trying!

Imagine what you could do at Novartis!

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

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

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:

<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

Corporate Affairs

Business Unit

CTS

Location

Brazil

Site

Santo Amaro

Company / Legal Entity

BR03 (FCRS = BR003) NOVARTIS BIOCIENCIAS S.A

Functional Area

Communications & Public Affairs

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

Job ID

REQ-10027452

Communications Junior Manager

[Apply to Job](#)

Source URL: <https://prod1.id.novartis.com/id-en/careers/career-search/job/details/req-10027452-communications-junior-manager-pt-br>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. https://novartis.wd3.myworkdayjobs.com/pt-BR/Novartis_Careers/job/Santo-Amaro/Communications-Junior-Manager_REQ-10027452
5. https://novartis.wd3.myworkdayjobs.com/pt-BR/Novartis_Careers/job/Santo-Amaro/Communications-Junior-Manager_REQ-10027452