

Associate Director, Events and Meeting Management

Job ID
REQ-10002376
Apr 26, 2024
USA

Summary

The Associate Director of Meeting and Events will play a key role in leading the planning and execution of large internal meetings, including sales conferences and product launches. This individual will possess exceptional organizational skills, attention to detail, and ability to manage complex projects will drive the success of these events, ensuring they align with our company's objectives and deliver an exceptional experience for all participants.

About the Role

Location: East Hanover, NJ (Hybrid)
#LI-Hybrid

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Your Key Responsibilities:

Lead Event Strategy and Planning:

- Work closely with internal stakeholders to develop and execute event strategies that align with our company's objectives and meet the needs of various internal teams.
- Collaborate with cross-functional teams to align on meeting objectives, venue, logistics and production requirements to ensure seamless event execution.
- Develop detailed event timelines and project plans, including budgeting, logistics plan and venue selection.
- Continuous evaluation of industry trends to enhance event experiences, including the incorporation of digital and virtual elements.

Manage Event Logistics:

- Oversee a planning team who will manage all aspects of event planning and logistics, including but not limited to registration, transportation, accommodations, catering, audiovisual, and conference materials.
- Liaise with internal stakeholders and external suppliers to ensure all necessary arrangements are made for successful event execution.

- Seek out cost-effective solutions without compromising the quality or integrity of the events.

Coordinate Event Production:

- Collaborate closely with creative teams, marketing, and external vendors to develop impactful event materials, branding, and signage.
- Manage the assigned production agency to ensure high quality on budget deliver.
- Oversee the production and distribution of event materials, including digital and print collateral, ensuring brand consistency.

Oversee Vendor Relationships:

- Manage relationships with event vendors, negotiating scopes, and ensuring deliverables are met within budget and timelines.
- Provide feedback to the teams Supplier Manager on the vendor performance, proposing improvements, and opportunities for cost savings.
- Continuously monitor vendor services, identifying potential issues and resolving them swiftly.

Manage Event Team:

- Manage the assign logistics / event planning agency to ensure high quality on budget delivery.
- Oversee a team of event planning professionals, providing guidance, resources, and support as needed.
- Foster a collaborative and inclusive work environment that promotes creativity, productivity, and professional growth.

Budget Management

- Work with stakeholders to ensure that meetings are planned in line with our meeting governance and cost per attendee guidelines.
- Work closely with our finance colleagues to provide annual meeting budget forecasts and to provide regular updates as business needs change.
- Provide after action review of meetings to include financial review of actual costs.

This position will require about 20-25% travel (both domestic and international).

Role Requirements

Essential Requirements:

- Bachelor's degree is required
- Minimum of 7 years of experience in event planning and management, with a focus on large-scale internal meetings, sales conferences, and product launches.
- Proven experience in managing cross-functional teams and overseeing event logistics, including vendor management, budgeting, and venue selection.
- A strong track record of successful project management, including the ability to manage complex timelines, prioritize tasks, and meet deadlines.
- In-depth knowledge of industry trends and best practices in event planning, including experience incorporating innovative digital and virtual elements into events.
- Experience managing and negotiating contracts with event vendors, as well as evaluating vendor performance and identifying opportunities for cost savings.
- Proven leadership skills, including the ability to direct and motivate a team, delegate tasks effectively, and

foster a collaborative work environment.

- Excellent communication and interpersonal skills to establish relationships with internal stakeholders at all levels of the organization and external partners.
- Proficiency in event management software and tools such as CVENT.
- We are seeking a candidate who has a strong background in event planning and management, particularly in the pharmaceutical industry. The ideal candidate should possess a deep understanding of the unique challenges and requirements associated with planning large internal meetings, sales conferences, and product launches within a regulated industry. Familiarity with compliance guidelines and industry regulations is highly valued.

Desirable Requirements:

- Degree area in Event Management, Marketing, Business, or related field a plus
- Demonstrated success in planning and executing events within the pharmaceutical industry or related field is strongly preferred.

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between \$130,400.00 and \$195,600.00 / year; *however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities.* The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

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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Division

Finance

Business Unit

Pharmaceuticals

Location

USA

Site

East Hanover

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area
Marketing
Job Type
Full time
Employment Type
Regular
Shift Work
No
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