

# Digital Workspace Conferencing Engineer

Job ID  
REQ-10037152  
Jan 30, 2025  
Czech Republic

## Summary

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

#LI-Hybrid

We are looking for an L2 Conferencing Engineer who has a strong foundation in Conferencing platforms. The suitable candidate should have at least 2 years of experience and show relevant proven skills in administering conferencing platforms.

## About the Role

### Key Responsibilities:

- Establish and maintain global standards for conferencing systems or equivalent proficiency in Live Events platform management
- Manage and update Teams Admin Center (TAC), Webex Control Hub and other tools related to conferencing platforms.
- Provide technical assistance and advice for resolving problems with conferencing systems.
- Monitor and alert for critical Live events or hybrid video conferences.
- Work with other IT teams to ensure smooth integration of conferencing platforms into the IT environment.
- Work with other internal clients to ensure dependability and accessibility of conferencing platforms.
- Support and propose documentation creation related to conferencing platforms and operations.
- Participate in platform security initiatives and ensure adherence to security policies and standards.
- Stay informed of industry trends and best practices related to Conferencing

Commitment to Diversity & Inclusion:

*We are committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.*

### What you'll bring to the role:

- At least 2 years of experience in managing global conferencing solutions and customer facing role
- Proven ability to develop trust-based relationships with key regional partners/stakeholders and the teams
- Ability to demonstrate industry standards experience with the Conferencing technologies, and eventual insight about which technologies are desired by clients
- Experience with protocols such as NDI, SIP, WebRTC, UDP/TCP and others

- Excellent communication and collaboration skills. Ability to work in a fast-paced, dynamic environment.

**You'll receive:**

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement); 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); MultiSport Card, Public transportation Allowance. Find out more about Novartis Business Services: <https://www.novartis.cz/>

**Join our Novartis Network:** If this role is not suitable to your experience or career goals but you wish to stay connected to learn more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

**Accessibility and accommodation:**

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

**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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**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

Operations

Business Unit

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Alternative Location 1

Hyderabad (Office), India

Functional Area

Technology Transformation

Job Type

Full time  
Employment Type  
Regular  
Shift Work  
No  
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