

Order Management Specialist

Job ID
REQ-10023013

9月 25, 2024

Mexico

摘要

Proporcionar soporte analítico a la disciplina FRA para informes financieros, cumplimiento y precisión de datos. Manejar y coordinar la preparación de informes, asegurando su puntual presentación.

About the Role

Major Accountabilities

- Provide analytical support in matters related to supply chain activities, decision making.
- Participation and support projects of automations and process improvements.
- Accurate sales orders and credit note creation for government customers, follow up and problem solving during the process.

- Bring support to the different Business Units (BUs) that Order Management (OM) provides services.
- Carry out the capture of the customer purchase orders in SAP in time and without deviations.
- Provide an accurate follow up and solution of incidents related to the order processing.
- Reception, validation, and issuance of Financial and Operative Credit Notes.
- Support to Internal and external Order Management stakeholders (Key Interactions) as well as to wholesalers and several customers if needed.

Role Requirements :

- Bachelor ' s degree in Accounting, Finance, or similar
- 3-5 years related experience; public company preferred
- Experience in the healthcare or life science industries is preferred
- English required
- Able to multitask in a growing, dynamic environment
- Experience with SAP, or comparable systems, preferred
- System implementation experience is a plus

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部门
Finance

Business Unit

Innovative Medicines

地点

Mexico

站点

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Ajustes de accesibilidad

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a cas.mexico@novartis.com y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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