

领域支持专员

Job ID
REQ-10040817

2月 16, 2025

China

摘要

关于此角色：

我们正在寻找一名领域支持专员，以帮助我们用更快的速度让更多患者因诺华的产品受益。这个岗位将直接向领域负责人汇报工作。

About the Role

主要职责：

- 掌握公司财务相关政策，负责市场部费用预算和实际发生的统计和反馈
- 市场数据定期汇总和基本分析
- 支持市场部主办的相关会议
- 为会议提供相关的数据分析和材料支持
- 安排市场部经理和区域总监的日常差旅安排
- 上级主管指派的其他行政工作

对多元化和包容性/平等就业机会的承诺：

诺华致力于为我们所服务的患者和社区建立一个优秀、包容的工作环境和多元化的团队。

基本要求：

- 全日制本科或以上学历;
- 熟悉MS office软件,良好的 excel和PowerPoint操作能力,较好的数据处理能力;
- 踏实、细心、责任心强;
- 良好的英语听说读写能力。

为什么选择诺华：

帮助患者及家属不仅需要创新科学,还需要一支包括你我他在内的充满智慧与激情的团队,大家相互协作、支持与激励。共同实现突破,改变患者的生活。一起共创更好的未来,你准备好了吗?

薪酬与福利：您可以前往诺华官网了解我们帮助您实现个人与职业发展的举措。

无障碍及便利设施：

诺华承诺与残障人士共事并为他们提供合理的便利设施。如果您由于健康状况或残障,在招聘过程的任何环节需要合理便利设施,或者为了履行职位的基本职能,请将您的相关需求告知我们的招聘经理。

加入我们的诺华网络：

这不是您心仪的职位?欢迎加入诺华人才社区,与我们保持联系,及时了解合适的职业机会。您也可以关注诺华招聘社交媒体账号。

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>

部门
International

Business Unit
Universal Hierarchy Node

地点
China

站点
Shanghai (Shanghai)

Company / Legal Entity
CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd

Functional Area
Sales

Job Type
Full time

Employment Type
Regular

Shift Work
No

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Accessibility and accommodation

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

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.



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