

Travel and Expense Specialist

Job ID
REQ-10086942

9月 07, 2026

Mexico

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摘要

財務報告、コンプライアンス、データの正確性に関する FRA の専門分野に対する分析サポートを提供するため。レポートの準備を処理し、調整し、タイムリーな提出を保証します。

About the Role

Major Accountabilities

FRAの活動、意思決定、一般プロジェクトに関する事項について、マネージャーに分析支援を提供します。
財務報告、会計プロセスをサポートするために、より多くの上級同僚が分析を提供するのを支援します。

-提供されたデータの正確性、コンプライアンス、適時性(損益活動に関するレポート)に特に重点を置いて、分析とレポートの作成に貢献します。
-内部および外部の報告に関する事実および数値に関する報告の準備を、タイムリーかつ正確にサポートします。
-プロジェクトの提案書、分析レポート、プレゼンテーションの作成をサポートします。
-固定資産登録の正確でタイムリーな固定資産情報の保守に貢献し、必要に応じて総勘定元帳のサポートを提供します。
-国またはBUレベルでのファイナンスプロジェクトへの支援を提供します。
-受領後24時間以内にノバルティス製品に関連する技術的苦情/有害事象/特殊事例の報告
-マーケティングサンプルの配布(該当する場合)

Key Performance Indicators

-財務分析の品質、妥当性、適時性に関する社内顧客満足度
-合意された SLA に従ってサービス提供およびプロセス固有の KPI の顧客満足度

Work Experience

オペレーション管理と実行

Skills

バリュードライバーの理解
タリティカルシンキング
主要な利害関係者に影響を与える能力
効果的なコミュニケーション
プロセスの最適化
効果的なチームの構築
人材育成
財務会計
財務および経営報告
資源配分

Language

英語

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

部门
Finance

Business Unit
Finance

地点
Mexico

站点
INSURGENTES

Company / Legal Entity
MX06 (FCRS = MX006) Novartis Farmac é utica S.A. de C.V.

Functional Area
Audit & Finance

Job Type
Full time

Employment Type
Regular

Shift Work
No

```
var kPlayer = KalturaPlayer55802022 || KalturaPlayer; var config = { targetId:
"kalturaplayer6aae4095db94a772389663", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false, muted: false, loop:
false }, sources: { options: {}, startTime: 0 }, disableUserCache: "true", plugins: {}, sources: { options:
{}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu:
false }, components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets:
['Playback', 'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
kPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
(kPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if
```

```
(kPlayer.plugins["transcript"]) { config.plugins["playkit-js-transcript"] = { position: "right", // Default:
bottom;('left', 'right', 'top', 'bottom') to enable transcript. expandMode: "over", // Default:
alongside;('alongside', 'hidden', 'over') expandOnFirstPlay: false, showTime: true, downloadDisabled:
false, printDisabled: false, disable: true }; } if (kPlayer.plugins["preventSeek"]) {
config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; }
config.plugins.floating = { disable: true }; if (kPlayer.plugins["navigation"]) { config.plugins.navigation =
{ position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; } if
(kPlayer.plugins["hotspots"]) { config.plugins["playkit-js-hotspots"] = { disable: true }; } if
(kPlayer.plugins["moderation"]) { config.plugins["playkit-js-moderation"] = { disable: true }; } if
(kPlayer.plugins["info"]) { config.plugins["playkit-js-info"] = { disable: true }; } if
(kPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents = []; if
(kPlayer.plugins["googleAnalytics"]) { config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } }; }
```

```
// Ensure the global player registry array always exists, regardless of embed type.
window.kalturaPlayerVideos = window.kalturaPlayerVideos || []; try { var thumbEmbedPromise =
thumbnailEmbed({config, mediaInfo: {entryId: "1dgfvmafo"}}); // thumbnailEmbed() returns a
Promise that resolves with the player instance // when the user clicks the thumbnail. Use .then() to
capture the player directly. thumbEmbedPromise .then(function(player) {
window.kalturaPlayerVideos.push(player); // Notify kalturadatalayer.js that a new player is ready so
it can // attach custom event listeners immediately, regardless of when // the user clicked the
thumbnail relative to page load. document.dispatchEvent(new CustomEvent('kalturaPlayerReady', {
detail: { player: player } })); }) .catch(function(error) { console.error(error); }); } catch (e) {
console.error(e.message) }
```

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