

Order Management Operations Coordinator

Job ID
REQ-10053431
Jul 01, 2025
Mexico

Summary

Liderar las operaciones de Order Management y actividades clave relacionadas; soportar los proyectos del área y crossfuncionales; asegurar el cumplimiento de los requerimientos de informes contables externos e internos oportunamente y con exactitud.

About the Role

Location: NOCC Mexico #LIHybrid

Key Responsibilities:

- Work with direct managers to assist in financial activities, decision making, and general projects.
- Provide timely and proactive support in the general ledger in the area's activities (order processing, issuance of credit and debit notes, attending audits, 3WM maintenance, etc.)
- Maintain accurate and timely information about fixed assets in the fixed asset register, including assets under construction and depreciation calculations.
- Prepare analyses or reports with particular emphasis on the accuracy, compliance, and timeliness of the data provided (e.g., reports on profit and loss activity).
- Provide all data necessary for internal (Financial Consolidation and Reporting System) and external (including accounts) reports Provide timely and accurate support on SAP matters including fixed assets, circulating money and general management.
- Contribute to key projects in the country or in the BU.
- Notification of technical complaints/adverse events/special case scenarios related to Novartis products within 24 hours of receipt
- Distribution of marketing samples (where applicable)

Essential Requirements:

- Bachelor's degree required
- 3+ years of experience and knowledge of the pharmaceutical industry in private order management processes and government
- Language English
- Critical Thinking, Rapid Problem Solving, Resilience, Embracing Change, Continuous Process Improvement
- Project Management, Data Cleansing/Normalization, General Ledger, Financial and Management Reporting, Compliance and Controls, Tax

Commitment to Diversity and Inclusion

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

Accessibility and Accommodation:

Novartis is committed to work with and provide 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 tas.mexico@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 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 tas.mexico@novartis.com y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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>

Division

Operations

Business Unit

Innovative Medicines

Location

Mexico

Site

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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