

# Order Management Specialist

Job ID  
REQ-10023013  
Sep 25, 2024  
Mexico

## Summary

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

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

**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?  
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Division

Finance

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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## 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 [tas.mexico@novartis.com](mailto: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.

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2. <https://talentnetwork.novartis.com/network>
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4. [https://novartis.wd3.myworkdayjobs.com/es/Novartis\\_Careers/job/INSURGENTES/Order-Management-Specialist\\_REQ-10023013-1](https://novartis.wd3.myworkdayjobs.com/es/Novartis_Careers/job/INSURGENTES/Order-Management-Specialist_REQ-10023013-1)
5. <mailto:tas.mexico@novartis.com>
6. [https://novartis.wd3.myworkdayjobs.com/es/Novartis\\_Careers/job/INSURGENTES/Order-Management-Specialist\\_REQ-10023013-1](https://novartis.wd3.myworkdayjobs.com/es/Novartis_Careers/job/INSURGENTES/Order-Management-Specialist_REQ-10023013-1)