

# Project Manager - Implementation of Electronic Billing (Temporary)

Job ID  
REQ-10075115  
мар 31, 2026  
Мексика

## Сводка

-To support the business within a country with complex analysis, reporting, forecasts etc. (typically very large to large revenue) and provide expert advice within a core FRA process/ area/ technology

## About the Role

Location: Hybrid. CDMX

Your responsibilities include, but are not limited to:

- Lead end-to-end projects for the implementation or adaptation of electronic invoicing (CFDI).
- Manage project scope, schedule, risks, and deliverables.
- Coordinate multidisciplinary teams (tax, finance, operations, technology).
- Act as the primary point of contact with the client.
- Facilitate workshops for requirements gathering and operational model definition.
- Ensure compliance with SAT regulations and tax compliance without critical issues.
- Results-oriented and focused on meeting deadlines of high quality.
- Prepare and present executive status reports and timely, feasible recommendations to achieve the desired solutions.
- Provide complete and auditable documentation of requirements, test results, and support manuals for superusers and end users.

## Functional (Non-Technical) Knowledge

General framework of:

- CFDI 4.0, Payment Supplements, Cancellations.
- Validation of Outbound and Inbound Invoices and Supplements.
- SAT Catalogs
- Annex 20 (user/business level)

Understanding of Financial Processes:

- Order to Cash
- Commercial and financial invoicing
- Interaction with indirect taxes
- Functional knowledge of ERP (SAP).

\*\* Temporary until September 2027 \*\*

**Education level: Bachelor's degree in accounting, Finance, or Business Administration.**

## Desirable:

- Additional studies in taxation and tax compliance.
- Project management. Diploma or certification in Project Management (PMP, Prince2, PMO, Hybrid Scrum).

## Required Experience in Electronic Invoicing Projects

- Implementation or migration of CFDI (4.0, payment supplements, cancellations).
- Use of CFDI for compliance validation of invoices issued/received by clients/suppliers and their respective payment supplements, providing sufficient support for e-accounting.
- Coordination with tax, finance, sales, and technology departments.
- Coordination of tax, operational, and business testing.
- Experience working in multinational or corporate environments with multiple stakeholders and departments.
- Experience managing external providers (PACs, integrators, consultants).
- **Languages** Advanced English (essential): Participation in regional/global calls and projects. / Executive documentation and communication.

## 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](mailto: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](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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**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 \(PDF 30 MB\)](#)

Дивизион

Finance

Business Unit

Finance

Место

Мексика

Сайт

INSURGENTES

Company / Legal Entity

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

Functional Area

Аудит и финансы

Job Type

Full time

Employment Type

Regular

Shift Work

No

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