

# Invoicing Analyst

Job ID  
REQ-10078393  
Июн. 17, 2026  
Испания

## Сводка

#LI-Hybrid

Location: Barcelona, Spain

Relocation Support: This role is based in Barcelona, Spain. Novartis is unable to offer relocation support: please only apply if accessible.

Step into a role where every detail matters - as an Invoicing Analyst, you play a key part in delivering a seamless customer journey. You'll manage the end-to-end invoicing process, ensuring accuracy, timeliness, and a high-quality customer experience. Working closely with teams across Supply Chain, Finance, and Customer Operations, you'll resolve issues, improve processes, and contribute to ongoing digitalization initiatives. This is an opportunity to make a real impact by turning complex processes into smooth and reliable outcomes for our customers.

## About the Role

### Key Responsibilities

- Execute daily invoicing activities, ensuring accuracy and completion of end-to-end invoicing processes
- Ensure timely issuance and delivery of invoices to customers
- Review and maintain accurate pricing, promotions, and customer conditions in the system
- Coordinate customer digitalization initiatives, including electronic data interchange connections and integrations
- Investigate and resolve electronic data interchange issues (EDI) in collaboration with internal and external stakeholders
- Take ownership of invoicing complaints, resolving discrepancies through credit notes or invoice corrections
- Manage contact with customers, in terms of to answer requests, including invoice copies, delivery documentation, agreements, pricing details and solve every problem regarding invoicing process.
- Generate monthly customer agreements, including credit notes, free products, and other resolutions
- Coordinate product returns and quality deviations with warehouse and quality teams, ensuring appropriate follow-up actions
- Collaborate proactively with all those improvement projects related to customer experience

### Essential Requirements

- Degree in Business Administration or a related field
- Native Spanish and fluent English, with previous customer service experience
- Experience with SAP, preferably S/4 Hana, and Microsoft Office tools
- Strong understanding of order to invoice processes and collaboration across Supply Chain, Finance, and Credit teams
- Customer-focused mindset with strong problem-solving skills, communication abilities, and commitment to continuous improvement

### Benefits & Rewards

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

**Expected Annual Base Salary Range for role: € 30,200 to € 56,000**

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

Read our brochure to learn more about our global total rewards offering [https://www.novartis.com/sites/novartis\\_com/files/novartis-life-handbook.pdf](https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf)

*Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.*

## **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.

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

Primary location salary range  
€30,200.00 - €56,000.00

Дивизион

Finance

Business Unit

Product Supply Chain

Место

Испания

Сайт

Barcelona Gran Vía

Company / Legal Entity

ES06 (FCRS = ES006) Novartis Farmacéutica, S.A.

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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