

Admin Process Expert

Job ID
REQ-10078702
Июн. 01, 2026
Мексика

Сводка

#LI-Hybrid

Location: Mexico City, Mexico

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

Responsible for the independent delivery of profound administrative services in a local and a global context. Ensure service levels are delivered in line with site requirements.

About the Role

Key Responsibilities

- Takes care of general administrative tasks and maintains the administrative processes also in case of absence of the line manager/team members.
- Informs, advises and supports the team and associates from outside the team on processes, guidelines and services that are specific to the department.
- Supports optimization of current processes and/or introduction of new or modified processes.
- Handling of administrative projects tasks with clearly defined content and time limitations.
- Acts as a team member for administrative projects and manages the administrative part of special tasks.
- Guarantees a smooth adjustment to the job of new employees in the own area of responsibility.
- Takes over supervising for colleagues in the administrative area (e.g. apprentices, new employees etc.)
- Plan and coordinate administrative procedures and systems and devise ways to streamline processes.

Essential Requirements

- Bachelor's degree in business administration or relevant
- Previous experience in administrative support
- Experience in the healthcare or life science industries is preferred
- English required (Intermediate B1 or B2)
- Excellent organizational and communication skills
- Proficient in MS Office applications such as Word, Excel and Power Point

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>

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

Административные функции

Job Type

Full time
Employment Type
Regular
Shift Work
No

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