

Vendor Operations Analyst

Job ID
REQ-10081823
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Индия

Сводка

The Vendor Operations Analyst will be a key operational team member focused on enabling operational excellence through stronger governance, practice consistent standards and effectively collaborating with cross functional stakeholders to achieve operational efficiencies at scale.

The team member will closely collaborate with marketing strategy, finance, procurement, demand, agency management, agency stakeholders and ensure scope operational timelines, process and standards are being consistently practiced. The Vendor Operations Analyst will support tactical plan reviews/approvals and maximize cost efficiency, monitor & track agency monthly submissions, oversee the budget utilization and drive scope related activity TACTPlan adherence.

About the Role

Key Responsibilities:

- Manage and monitor agency spend in the TACTPlan platform and drive consistent inputs across agency as per the established standards, process and timelines
- Support SEM (Scope Enablement) team in yearly tactical plan reviews and approvals to ensure alignment with strategic objectives and resources.
- Support day-to-day financial operations of their brands, including monthly projections, invoice resolution, and spend tracking, while partnering closely with the Finance Team on forecasting, phasing, and approvals.
- Collaborate with agency and marketing strategists to collect the monthly goods receipts in the TACTPLAN platform / similar End-to-end project workflow tool.
- Prepare documentation & status reports/inputs for monthly finance status report meetings with the marketing strategist, finance team, and agency as per established governance model
- Prepare weekly/monthly brand specific utilization vs budgets vs deviations reports, including variance analysis to annual budget and reforecasts for Management
- Support SOW submission in TACTPlan, Mercury and generate PO
- Manage new vendor onboarding process in collaboration with procurement and agency management lead
- Generate financial reports, monitor workflows (e.g., Statement of Work status and burn rates), and proactively identify and address financial risks.
- Act as an escalation point for external partners and manage communications across teams on plan submission and financial deadlines
- Support SEM team across products to facilitate scheduling and coordination of weekly/monthly recurring brand/finance meetings

Essential Requirements:

- Bachelor's degree in Business Administration or in finance or other related field.
- Candidate must have minimum 3+ years' experience in a finance or operational role demonstrating strong technical and analytical skills and a track record of success working in a team-based environment
- Proven experience in budget management and financial systems
- Excellent analytical, problem-solving, negotiation, and interpersonal skills.
- Proficiency in MS Office and financial reporting tools (e.g., SAP).
- Proven ability to understand the marketing execution landscape with detailed understanding of marketing deliverables
- Proficiency in program/multi-project management, governance and decision-making.
- Excellent cross-functional skills with the ability to work and lead a cross-functional team in a matrix environment. Strong process/project management skills.
- Excellent presentation, interpersonal, verbal and written communication skills with aptitude in fostering long-term relationships
- Relevant program management experience in managing large enterprise programs and teams across functions and locations in a matrix structure
- Past work reflects a track record of operational excellence including operational metrics and accountability
- Familiarity with and adaptability to new-generation technologies and trends (Gen AI and Agentic AI) is an added advantage

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 working with and providing 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 diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Why Novartis: Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

You'll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook <https://www.novartis.com/careers/benefits-rewards>

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>.

Languages:

- Fluent English (both written and verbal)

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 \(PDF 30 MB\)](#)

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IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Маркетинг
Job Type
Full time
Employment Type
Regular
Shift Work
No

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