

## Field Support Specialist

Job ID  
REQ-10081888  
Июн. 23, 2026  
Китай

### Сводка

-Support end-to-end order management process by interacting with customers, manufacturing sites, and other internal departments to ensure all orders are 1800万+中国患者受益于诺华的产品！在这份工作中，你将代表诺华公司向临床医生传递最前沿、专业的药学知识，优化的药物治疗方案，进而帮助相关患者得到更经济、安全、有效的治疗与康复。

### About the Role

#### 您的关键职责：

- 掌握公司财务相关政策，负责大区费用预算和实际发生的统计和反馈；
- 销售区域疑问销量核查、流向库存统计等；
- 支持区域的相关会议：大区会议、半年会、年会等；
- 协助解答销售团队的日常问题，为人员入、离职提供相关支持；
- 为会议析提供相关的数据分析支持；
- 安排大区经理的日常差旅安排；
- 上级主管指派的其他行政工作

#### 您需要符合的基本职位要求：

- 全日制大专或以上学历；
- 基本的口头英语表达能力
- 熟悉MS office软件，良好的excel和PowerPoint操作能力；
- 踏实、细心、责任心强；
- 抗压，同时具备良好的学习能力，以及人际沟通能力；

**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

International

Business Unit

Sales

Место

Китай

Сайт

Beijing (Beijing)

Company / Legal Entity

CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd

Functional Area

Продажи

Job Type

Full time

Employment Type

Regular

Shift Work

No

## 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.china@novartis.com](mailto:diversityandincl.china@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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