

## Support Coordinator NPS

Job ID  
REQ-10082095  
июл 03, 2026  
Мексика  
Available in: English

### Сводка

The Patient Support Coordinator (SC) is responsible for accurately and efficiently making outbound calls to consented patients and caregivers to deliver scripted content in support of the patient's ongoing treatment journey. The SC educates and delivers messaging regarding the brand, treatment expectations and support tips and resources based on program cadence and content.

The SC role supports programs associated with specialty pharmacy or radio ligand therapeutic products for highly complex, rare or orphan diseases.

The SC may share appropriate information with patient/caregiver around other resources and services that the PSC may be able to offer or transfer them to the appropriate PSC partner, including their designated Patient Navigator.

The SC must have strong communication skills to converse with customers about their treatment journey and able to offer solutions in accordance with approved procedures. The SC also receives inbound calls from patients/caregivers that they have been trying to contact.

The SC possesses a learning mindset, the ability to accept and implement constructive feedback, and a general aptitude for continual development. In addition, the SC possesses the ability to manage stressful calls as they arise, while reflecting a calm and reassuring tone and attitude for our patients, their families, and their caregivers.

The SC triages calls as appropriate to the assigned Patient Navigator (PN) who is responsible for overall case management (if applicable, as some programs may not have PNs). The SC also triages to other designated departments/entities per the program business rules.

### About the Role

#### Your responsibilities will include, but are not limited to:

- Develop and maintain knowledge of product specific adherence services, channels and cadence; broaden program knowledge over time.
- Learn and utilize protocols to respond to customer phone, chat, fax, intelligent chatbot, SMS / text, mail, and e-mail inquiries as well as other communication channels in a prompt and courteous manner.
- Make outbound calls, and other omni channel outreaches to patients/caregivers in assigned case load.
- Answer inbound calls to connect with patient/caregivers that are responding to outbound communications.
- Prepare proper documentation and notifications; perform proper escalation, tracking, and follow-up.
- Work with support and product program teams to transfer customers to other units as needed - ensure that referrals/questions are addressed in a timely, consistent, and organized manner to avoid the delay of care for the patient.
- As applicable, raise innovative ideas to Supervisors in order to drive improved efficiency and effectiveness of the SC2 role.
- Engage in real-time communication with patients, caregivers, healthcare providers, team members, and stakeholders via phone while simultaneously typing accurate and coherent notes, messages, or documentation.
- Ensure all written communication is free from spelling and grammatical errors, maintaining a high standard of professionalism.
- Multitask effectively, balancing verbal and written communication to provide timely and accurate responses.
- Utilize various communication tools and platforms to facilitate seamless interaction and documentation.
- Maintain confidentiality and handle sensitive information with discretion.
- Identify and report adverse events via the established Novartis systems as per applicable processes.

#### What you'll bring to the role:

- Education:
  - High School Diploma required, associate's degree or higher preferred.
- Travel requirements:
  - Proximity and ability to commute to work onsite Novartis Mexico City offices, 3 days per week.
- Other Work Requirements:
  - When working from home, a quiet dedicated space with internet/WiFi service or the ability to obtain such service where the employee can work without interruption
  - Ability to work the scheduled work hours, which generally will be an 8-hour shift; Working schedule is either 8:00 am EST – 5:00 pm EST/9:30 am – 6:00 pm EST or 11:00 am EST – 8:00 PM EST, and may be subject to change to support business needs.
  - Ability to complete all calls once they have begun to ensure no interruption of service.
  - For Patient Support Center (PSC) Roles with a dedicated training period: The individual hired for this role will be required to successfully complete initial training, including passing simulations and become certified to do the role.
- Required Experience:
  - Minimum 2 years of proven Contact Center Experience (such as Healthcare, Pharmaceuticals, or other industry call center experience) OR BA/BS degree OR US Military experience with honorable discharge in lieu of experience

- Excellent written and verbal communication skills – ability to follow oral and written directions.
  - Strong problem-solving and critical thinking skills
  - Experience working with data entry system(s), fax machines, computer software, and telephone technology.
  - Computer literacy in MS Word, MS Teams, Excel.
  - Strong command of spelling, grammar, and punctuation.
  - Excellent multitasking skills and the ability to manage multiple communication channels simultaneously.
  - Strong attention to detail and the ability to produce error-free written communication.
  - Ability to work in a fast-paced environment and handle high-pressure situations with ease.
- Preferred Experience:
    - Minimum of 2+ years of experience supporting complex specialty products in a call center environment in orphan, rare disease or other complex disease states.
    - 1 Year experience administering adherence calls, and other adherence tactics
  - Therapeutic area experience
    - No therapeutic area experience required.

**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  
 US  
 Business Unit  
 Marketing  
 Место  
 Мексика  
 Сайт  
 INSURGENTES  
 Company / Legal Entity  
 MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.  
 Functional Area  
 Маркетинг  
 Job Type  
 Full time  
 Employment Type  
 Regular  
 Shift Work  
 No

## 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.

Job ID  
REQ-10082095

### **Support Coordinator NPS**

[Apply to Job](#)  
Job ID  
REQ-10082095

### **Support Coordinator NPS**

[Apply to Job](#)

---

**Source URL:** <https://www.novartis.ru/careers/career-search/job/details/req-10082095-support-coordinator-nps>

#### **List of links present in page**

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. [https://www.novartis.com/sites/novartis\\_com/files/novartis-life-handbook.pdf](https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf)
3. <mailto:tas.mexico@novartis.com>
4. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/INSURGENTES/Support-Coordinator--NPS\\_REQ-10082095](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/INSURGENTES/Support-Coordinator--NPS_REQ-10082095)
5. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/INSURGENTES/Support-Coordinator--NPS\\_REQ-10082095](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/INSURGENTES/Support-Coordinator--NPS_REQ-10082095)