

Business Operation Lead - PO

Job ID
REQ-10087589
Сен. 29, 2026
Индия

Сводка

The Business Operations Lead (BOL) will provide centralized, purchase order (PO) and investigator Meeting payment operational support across Translational Medicine (TM) within Biomedical Research (BR), enabling timely and accurate processing in partnership with business, Finance, Procurement and other relevant stakeholders. The role will effectively facilitate PO creation, ongoing management, monitoring, amendments and closure, together with investigator meeting payment administration and related operational activities. The role will serve as a central point of contact, maintain clear tracking and documentation, identify issues and support consistent execution across TM.

About the Role

Major accountabilities:

- Manage the end-to-end Purchase Order (PO) lifecycle for Translational Medicine, including request intake, creation, amendment, monitoring, and closure.
- Review requests and supporting documentation to ensure completeness, accuracy, and compliance prior to PO creation.
- Coordinate with business requestors, Finance, Procurement, and other stakeholders to obtain required information and approvals.
- Track PO status, commitments, open balances, invoices, and closure activities; follow up on outstanding actions to support timely processing.
- Support investigator meeting payment administration, including payment set-up, tracking, reconciliation support, and issue resolution.
- Create and maintain Schedule A documents and Purchase Orders based on approved contractual agreements.
- Facilitate Goods Receipt (GR) activities and support invoice review and approval processes in collaboration with relevant stakeholders.
- Maintain accurate operational records, trackers, and supporting documentation in accordance with audit and compliance requirements.
- Serve as a point of contact for PO and payment-related queries and provide status updates to stakeholders.
- Support period-end and year-end activities by reviewing open POs and coordinating required amendments or closures.
- Prepare and maintain process documentation, templates, and standard operating guidance for PO-related activities.
- Generate operational reports on PO activity, open actions, exceptions, and workload metrics.
- Utilize SRM, Ariba, and related enterprise systems to support procurement and invoice management processes.
- Ensure adherence to applicable company policies, approval requirements, and financial controls throughout the PO process.

Essential Requirements

- 3-5 years of relevant experience in business operations, finance operations, procurement operations, accounts payable, clinical operations or a related field, preferably in pharma / biotech
- Hands-on experience with purchase orders, invoice or payment workflows, reconciliations, operational tracking and stakeholder coordination
- Experience supporting investigator meeting payments or clinical study financial operations is preferred
- Proven experience working in a multi- / cross-functional and global environment

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Дивизион
Biomedical Research
Business Unit
Research
Место
Индия
Сайт
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Административные функции
Job Type
Full time
Employment Type
Regular
Shift Work
No

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