

Compliance & Risk Operations Specialist

Job ID
REQ-10089010
Окт. 07, 2026
Мексика

Сводка

#LI-Hybrid

Location: Mexico City, Insurgentes

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

Reimagining Medicine Starts With Our People

As a Compliance & Risk Operations Specialist, you will play a key role in supporting compliance excellence, audit readiness, and continuous process improvement across Novartis US operations. This position combines compliance expertise, data analytics, and emerging AI-enabled solutions to identify risks, generate actionable insights, and enhance operational efficiency.

You will work closely with cross-functional teams to strengthen governance processes, drive data-informed decision-making, and support innovative solutions that improve quality, compliance, and business outcomes in a highly regulated environment.

About the Role

Key Responsibilities

Compliance & Audit Readiness

- Act as a trusted subject matter expert and escalation point for complex compliance and audit-readiness activities.
- Execute compliance monitoring, risk assessments, remediation activities, documentation controls, and stakeholder reporting.
- Support internal and external audits, inspections, and periods of increased operational demand.
- Ensure analyses, decisions, actions, and supporting evidence are documented accurately and maintained in an audit-ready manner.
- Identify, assess, and escalate compliance risks and control weaknesses through appropriate governance channels.

Data Analytics & Insights

- Develop, maintain, and enhance Power BI dashboards, reports, and metrics that provide meaningful compliance and operational insights.
- Analyze structured and unstructured data to identify trends, root causes, emerging risks, and opportunities for improvement.
- Transform complex analytical findings into clear recommendations and compelling data stories for diverse audiences.
- Collaborate with data owners and technical teams to improve reporting automation, data quality, and data accessibility.
- Ensure adherence to data governance, access controls, and reporting standards.

AI, Automation & Innovation

- Identify opportunities to leverage generative AI, agentic AI, and automation solutions to improve monitoring, reporting, documentation, and operational effectiveness.
- Design, test, implement, and optimize AI-enabled workflows using approved enterprise solutions, including Microsoft 365 Copilot and Copilot Studio.
- Evaluate AI outputs for accuracy, reliability, traceability, completeness, and fitness for purpose.
- Apply responsible AI principles, ensuring appropriate governance, transparency, security, privacy, and human oversight.
- Define and monitor success metrics for AI and automation initiatives, including adoption, productivity, quality, and business impact.
- Promote AI literacy by sharing best practices, practical use cases, and guidance across teams.

Process Improvement & Cross-Functional Collaboration

- Lead workstreams across multiple functions, driving alignment, accountability, and successful execution.
- Recommend and implement process improvements that enhance operational quality, consistency, efficiency, and user experience.
- Partner with Compliance, Legal, Data Privacy, Information Security, Technology, and Global Operations teams.
- Communicate complex compliance, technology, and data concepts effectively to both technical and non-technical stakeholders.
- Contribute to a culture of continuous improvement, innovation, and operational excellence.

Essential Requirements

- Bachelor's degree in Compliance, Risk Management, Business Administration, Life Sciences, Law, Pharmacy, Health Administration, or a related field.
- Relevant experience in compliance, audit, risk management, operations, data analytics, or related functions, preferably within life sciences, healthcare, pharmaceutical, or other highly regulated industries.
- Strong understanding of US compliance and regulatory requirements, including experience supporting audit-readiness activities.
- Experience using Power BI or similar business intelligence and data visualization tools.
- Demonstrated experience working with AI, automation, low-code/no-code solutions, or digital transformation initiatives.
- Knowledge of AI governance, data privacy, information security, and data validation principles.
- Ability to independently manage projects and influence stakeholders in a complex, matrixed environment.
- Strong analytical, problem-solving, communication, and presentation skills.
- High attention to detail, sound judgment, adaptability, and a continuous improvement mindset.

Commitment to Diversity & 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: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

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[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

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