

Order Management Specialist

Job ID
REQ-10089471
Окт. 22, 2026
Мексика

Сводка

#LI-Hybrid

Location: Mexico City, Mexico

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

Sponsorship: Novartis is unable to offer sponsorship for this role.

Ready to transform data into insights that keep supply chain operations moving forward? As an Order Management Specialist, you will provide analytical support across Supply Chain Management activities, helping teams deliver accurate, compliant, and timely reporting. By partnering with managers and cross-functional colleagues, you will contribute to informed decision-making, process improvements, and projects that strengthen operational and financial performance.

About the Role

Key Responsibilities

- Provide analytical support for supply chain activities, business decisions, and cross-functional projects.
- Prepare accurate, compliant, and timely financial and operational analyses, including profit and loss reporting.
- Support internal and external reporting by consolidating relevant facts, figures, and business insights.
- Develop project proposals, analytical reports, and presentations that enable informed stakeholder decision-making.
- Maintain accurate fixed asset information and support general ledger activities when required.
- Contribute to country and business-unit Finance projects while identifying opportunities to improve processes and service delivery.

Essential Requirements

- Bachelor's degree in Supply Chain Management, Finance, Accounting, Business Administration, or a related field.
- End-to-end experience managing purchase orders for institutional customers, from issuance through invoice collection follow-up.
- Hands-on experience using SAP to support order management, reporting, or related operational processes.
- Strong analytical and critical-thinking skills, with the ability to interpret data and identify key business insights.
- Proficiency in English, with effective written and verbal communication skills.
- Strong stakeholder-management skills, with the ability to collaborate across functions and support process improvements.

Desirable Requirements

- Experience in pharmaceutical, healthcare, or another highly regulated industry.
- Advanced proficiency in Microsoft Excel and reporting tools for data analysis and decision-making.

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.

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 to perform the essential functions of a position, please email 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.

Accesibilidad y Adaptaciones

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? Explore People and Culture at Novartis: <https://www.novartis.com/about/strategy/people-and-culture>

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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
Product Supply Chain
Место
Мексика
Сайт
INSURGENTES
Company / Legal Entity
MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.
Functional Area
Аудит и финансы
Job Type
Full time
Employment Type
Regular
Shift Work
No

Ajustes de accesibilidad

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