NOVARTIS

Tax Operations Specialist

Job ID
REQ-10092244
Ноя. 13, 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.

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

Ready to help shape a more data-driven and technology-enabled future for Tax Operations? As a Tax Operations Specialist, you will support tax compliance and operational activities across Latin America and Canada, helping ensure accurate, complete, and timely tax obligations. You will collaborate with Tax Operations teams, business partners, external advisors, and tax authorities while strengthening documentation, controls, and standardized processes. As tax operations continue to evolve, you will also apply data analysis, reconciliation, and digital tools to improve compliance quality and reduce manual effort.

About the Role

Key Responsibilities

- Prepare and file direct, indirect, and withholding tax returns accurately and within established deadlines.
- Perform tax calculations and reconciliations, validating data completeness and resolving discrepancies.
- Maintain standardized tax processes, internal controls, procedures, and documentation across supported countries.
- Support tax-authority requests and collaborate effectively with external tax advisors and internal business partners.
- Monitor relevant tax and regulatory changes across Latin America and Canada, assessing potential operational impacts.
- Use data analysis, SAP, and technology-enabled solutions to strengthen compliance and reduce manual activities.

Essential Requirements

- Bachelor’s degree in Accounting, Finance, Tax, Business Administration, or a related field.
- Relevant experience in tax compliance, tax operations, accounting, finance, or a comparable role.
- Knowledge of direct, indirect, and withholding taxes, including calculations, reconciliations, controls, and documentation.
- Strong analytical, organizational, and problem-solving skills, with close attention to detail and accuracy.
- Advanced proficiency in Microsoft Office tools, focused on data analysis, reporting, and decision-making.
- Professional English proficiency, with strong communication, teamwork, adaptability, ethics, integrity, and confidentiality.

Desirable Requirements

- Experience with SAP, Vertex, SAP S/4HANA, Profitability and Performance Management, or technology-enabled tax processes.
- Knowledge of tax requirements across Latin America and Canada, ideally gained within the pharmaceutical industry.

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.

Accessibility and Accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If you require a reasonable accommodation during the application process or to perform the essential functions of the position, please inform the recruitment team so appropriate support can be provided.

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

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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
Finance
Business Unit
Finance
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

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.

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