

# Order Management Specialist - Temporary

Job ID  
REQ-10043710  
März 12, 2025  
Mexiko

## Zusammenfassung

To provide customer service for direct sales to mexican government / private customers since the reception and processing of sales orders and credit notes as well as analytical support to supply chain for reporting, compliance, and accuracy of data as well as having an active participation in processes improvement.

## About the Role

### Major Accountabilities

- Provide analytical support in matters related to supply chain activities, decision making.
- Participation and support projects of automations and process improvements.
- Accurate sales orders and credit note creation for government customers, follow up and problem solving during the process.

### Additional Specifications

- Bring support to the different Business Units (BUs) that Order Management (OM) provides services.
- Carry out the capture of the customer purchase orders in SAP in time and without deviations.
- Provide an accurate follow up and solution of incidents related to the order processing.
- Support to Internal and external Order Management stakeholders (Key Interactions) as well as to wholesalers and several customers if needed.
- Generate and analyze different kinds of reports (Cockpits, Billing, Cut Sales, Orders Processed, Pending Report, Denied Report, etc.) that contribute to the follow-up of the operation and decision-making of the area.
- Knowing and managing applications for e-invoicing

Temporary position 6 months

## Role Requirements :

- Bachelor's degree in Accounting, Finance, or similar
- 3-5 years related experience; public company preferred
- Experience in the healthcare or life science industries is preferred
- English required
- Able to multitask in a growing, dynamic environment

- Experience with SAP, or comparable systems, preferred
- System implementation experience is a plus

*Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.*

**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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

**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>

Abteilung

Operations

Business Unit

CTS

Ort

Mexiko

Website

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Audit und Finanzen

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

## **Ajustes de accesibilidad**

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](mailto: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.

Job ID  
REQ-10043710

## Order Management Specialist - Temporary

[Apply to Job](#)

---

**Source URL:** <https://www.adacap.com/careers/career-search/job/details/req-10043710-order-management-specialist-temporary-es-es>

### List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. [https://novartis.wd3.myworkdayjobs.com/es/Novartis\\_Careers/job/INSURGENTES/Order-Management-Specialist---Temporary\\_REQ-10043710-1](https://novartis.wd3.myworkdayjobs.com/es/Novartis_Careers/job/INSURGENTES/Order-Management-Specialist---Temporary_REQ-10043710-1)
5. <mailto:tas.mexico@novartis.com>
6. [https://novartis.wd3.myworkdayjobs.com/es/Novartis\\_Careers/job/INSURGENTES/Order-Management-Specialist---Temporary\\_REQ-10043710-1](https://novartis.wd3.myworkdayjobs.com/es/Novartis_Careers/job/INSURGENTES/Order-Management-Specialist---Temporary_REQ-10043710-1)