

# Legal Specialist

Job ID  
REQ-10016914  
Jul 23, 2024  
México

## Resumen

Part of a global specialized legal services team in Global Business Solutions (GBS) Mexico supporting Novartis legal services needs cost-effectively and with quality and service excellence. Provides expert services and project management support for Data Administration to the Novartis enterprise.

## About the Role

### Major accountabilities:

- Part of a global team supporting pharmaceutical industry contracting and record management processes especially related to an M&A event.
- Analyze, organize, categorize and classify electronic data received through M&A events using a document review tool. Review contractual documents and provide operational inputs on these electronic contracts. Outcome of this exercise will eventually be shared with business functions/owners for further processing or operationalization.
- Manage internal approval processes associated with contracting and data administration services.
- Prepare, review and revise contract documentation in a timely manner using own or client templates in accordance with a pre-defined checklist / process or on an *ad hoc* basis.
- Attend internal and external trainings and stay updated on regulatory developments in the life sciences sector and industry best practices including data management activities.
- Update training decks / playbooks to incorporate new learnings and global standards or policies.
- Deliver services in line with service and operational excellence requirements including but not limited to:
  - Implementing and maintaining quality control, adherence to agreed timelines and technical excellence in service delivery.
  - Identify and resolve operational issues, communicate recommendations/solutions to local or global managers/partners.
  - Deliver regular operational reports, Monthly/Quarterly KPI reports and as needed, business reports regarding SOW completion / Finance metrics and additional KPIs;
  - Develop and maintain resources such as knowledge bank / playbooks to applicable legal standard for key jurisdictions / subject matters.

### Key Performance Indicators

- **Timeliness:** Adherence to timelines or TAT (Turnaround Time) expectations / requirements.
- **Responsiveness:** Timely handing of information/communication/e-mails, while accurately expediting urgent/confidential/important issues/matters.
- **Client Experience:** Client Experience feedback from internal customers/stakeholders
- **Accuracy & Diligence:** Delivery of consistent, high quality and technically excellent services for

customers in global organisation.

- **Values and Behaviors:** Maintain in accordance with Novartis standards & expectations.
- **Innovation:** identify creative ways to improve current processes / businesses, cross-functional training and drive organisational efficiencies to deliver on annual savings targets

## Job Dimensions

### Impact on the organisation:

Deliver high quality legal and data process management services as part of a global team. Develop PLS team legal services capabilities and lead and support process improvement activities.

## Ideal Background

### Education/ Professional Qualifications:

- Project Management services background with 2+ years' experience.
- Data Administration experience is a must
- Experience in life sciences professional services preferred.
- Familiarity with process set-up, quality KPIs, utilizing operational tools and operational issues / management
- Strong business focus and customer centric approach
- Excellent precision and attention to detail
- Excellent communication and influencing and client management skills
- Excellent organization and workload management skills.

### Languages :

- English.

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Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together?

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División

Operations

Business Unit

CTS

Ubicación

México

Sitio

INSURGENTES

Company / Legal Entity

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

Functional Area

Propiedad legal e intelectual y cumplimiento

Job Type

Full time  
Employment Type  
Regular  
Shift Work  
No  
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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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