

# Incentive and Reporting Operations Associate

Job ID  
REQ-10029447  
Nov 27, 2024  
Australia

## Resumen

Looking for a great place to work? Look no further than Novartis! We are an innovative and industry-leading pharmaceutical organisation, and we are driven to be part of making a positive impact on global healthcare. With a supportive and collaborative work environment, exciting career opportunities, and a commitment to employee development, Novartis is the perfect place to grow your career. Come join us and be part of our incredible journey!

Our Business Excellence & Execution (BE&E) function is seeking a motivated and detail-oriented entry-level Incentives & Reporting Operations Associate to join our dynamic team. As part of our operations team, you'll play a crucial role in supporting the calculation of incentives and monthly reporting on Sales Force Effectiveness (SFE) KPIs. Whether you're a recent graduate or an individual seeking a career in operations and analytics, this is the perfect chance to grow and excel in a dynamic environment. Join us at Novartis and take the first step towards a successful career! Please note, this is a 12months contract.

## About the Role

- Assist in the calculation of sales incentives, ensuring accuracy and adherence to established guidelines.
- Support the preparation and distribution of monthly reports on SFE KPIs, including but not limited to sales performance, productivity metrics, and incentive program effectiveness.
- Collaborate with cross-functional teams to gather necessary data and insights for reporting purposes.
- Conduct data analysis to identify trends, discrepancies, and opportunities for improvement in sales performance.
- Maintain detailed records and documentation related to incentive calculations and reporting processes.
- Assist in the development and enhancement of reporting tools and dashboards to streamline the reporting process.
- Participate in team meetings and contribute to discussions on operational improvements and best practices.
- Perform ad-hoc analyses and support special projects as needed.

## Qualifications:

- Bachelor's degree in business administration, Finance, Marketing, or a related field (recent graduates are encouraged to apply).
- Strong analytical skills with proficiency in Microsoft Excel (experience with data visualization tools is a plus).
- Excellent attention to detail and ability to work with large datasets.
- Strong organizational skills and ability to manage multiple tasks and deadlines.

- Effective communication skills, both written and verbal.
- Team-oriented mindset with a willingness to learn and collaborate with others.
- Basic understanding of sales processes and performance metrics is a plus but not required.

**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>

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<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>

División

International

Business Unit

Innovative Medicines

Ubicación

Australia

Sitio

New South Wales (NSW)

Company / Legal Entity

AU04 (FCRS = AU004) AU Pharma Pty Ltd

Functional Area

Ventas

Job Type

Full time

Employment Type

Temporary (Fixed Term)

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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