

# Tender & Trade Specialist

Job ID  
REQ-10033785  
Dic 17, 2024  
Cile

## Sommario

Location: Santiago

About the role:

Responsible for providing an end to end service solution for the operational interaction between NVS & distributors of the ACC cluster to ensure agility & efficiencies.

This role provides operational & strategic support for the entire business unit & reports directly to Tender Manager ACC.

## About the Role

### Key responsibilities:

- Coordinates and actively participates in quarterly business review meetings with the main distributors providing a clear sense of urgency & strategic expectation in the commercial interaction & is responsible in distributor's KPI's set up & measurement
- Creates a strong & competitive networking with the clients (i.e., Distributors), as well as the rest of the NVS support departments, ensuring best in class operations and cross-divisional collaboration in a daily basis
- Acts as a single point of contact with the distributors & external clients for key administrative activities such as commercial letters, credit notes, purchase orders (both sell and buy sides)
- Actively participation in Supply meetings (Demand review) to assure the correct stock inventory
- Owners of the mature brand activities, derived of the promotional contracts with the distributors
- Responsible for an adequate documentation of relevant tracking data of any distributor interaction
- Provides support to the local team in the properly documentation for the tenders (direct sales & through distributors)
- Develops accurate, timely and complete set of tender information (Tender tool). This includes (but is not limited to) historic sales, contracts, terms of tender, flash reports which are typically

### Essential requirements:

- University degree
- 3 years of experience in similar roles within the pharmaceutical industry
- Solid understanding of CENABAST processes
- Strong analytical skills
- Advanced level of Excel and SAP knowledge
- Collaboration / agile learning / strong communication skills

## Benefits and rewards

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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.

**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?

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Divisione

International

Business Unit

Innovative Medicines

Posizione

Cile

Sito

Santiago

Company / Legal Entity

CL01 (FCRS = CL001) Novartis Chile S.A.

Functional Area

Marketing

Job Type

Full time

Employment Type

Regular

Shift Work

No

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