

Compliance Specialist

Job ID
REQ-10038449
Gen 29, 2025
Messico

Sommario

Location: Mexico City #Hybrid

About The Role:

The Compliance specialists acquire and maintains an updated and in-depth knowledge of Novartis Financial Controls Matrix (NFCM), Procurement Controls, Global Work Instructions (GWIs) and underlying procurement processes, drives and enables a standardized controls' execution across the entire Compliance Team, and acts as the key point of contact for the Procurement Manager and Team Lead for efficiently and effectively completion of the regular and ad-hoc relevant tasks.

About the Role

MAJOR ACCOUNTABILITIES

- Extract the required data out of local systems to prepare required control evidence for a given country/site, in liaison with the country stakeholders, if required. Prepare the execution of in-scope controls for each country/site process as per defined GWIs.
- Execute standard cockpit reports and any additional system-based reports as part of the required control evidence and as basis for analysis.
- Structure the data extracted into relevant report format to support the analysis.
- Analyze SAP transactional cockpit reports or similar systems-based reports to identify potential issues. Perform the required analytics to assess whether the process has been performed in compliance with policies and regulations and as per defined SOPs.
- Document the performance of the analysis according to defined standards and communicate the findings to the relevant parties. Upload the control outcome and required evidence into reporting systems (Runbook or similar) as per reporting calendar.
- Follow up with business partner/ resolution owner to track, confirm and report resolution of any non-compliance issues identified.
- Define action plans with clear responsibilities and timelines assigned for the remediation of failed controls. Perform follow up to ensure closure of remediation actions within agreed timelines. Perform walkthroughs to confirm that remediation actions have been properly implemented and are working as defined and required.

Minimum Requirements:

- University/Advanced degree is required.
- 5-10 years of experience of working in a global environment in a similar position.

- Experience with Procurement Operations and Procurement function in general.
- Experience in supporting the compliance related processes (SOX, internal controls).
- Experience in data analysis.
- Experience in reporting & analytical tools (SAP BW, MS Access and MS Excel).
- Auditing and/or business process re-engineering experience, with strong internal control focus would be an advantage.
- Excellent English (spoken and written)

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>

Divisione

Operations

Business Unit

CTS

Posizione

Messico

Sito

INSURGENTES

Company / Legal Entity

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

Functional Area

procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

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.

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

Job ID
REQ-10038449

Compliance Specialist

[Apply to Job](#)

Source URL: <https://www.adacap.com/careers/career-search/job/details/req-10038449-compliance-specialist>

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/en-US/Novartis_Careers/job/INSURGENTES/Compliance-Specialist_REQ-10038449-1
5. <mailto:tas.mexico@novartis.com>
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/INSURGENTES/Compliance-Specialist_REQ-10038449-1