

## Aprendiz SENA REFS

Job ID  
REQ-10048862

5月 02, 2025

Colombia

### 摘要

-To perform fundamentally the function of control of expenses and investments corresponding to the departments and collaborate to achieve the REFS targets in partnership

### About the Role

Major accountabilities:

- Perform clerical tasks as directed by others in order to support managers in matters related to REFS activities.
- Perform simple, routine, repetitive tasks under close supervision and within well-established procedures to support diverse REFS activities.
- Contribute to the preparation of analysis and reports in support of REFS activities through the provision of accurate data and analysis.
- Provide assistance, as directed by others, in the preparation of written project proposals,

analytical reports, and presentations.

- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

Key performance indicators:

- Maintenance of office area -Collaborative culture -Service quality

Minimum Requirements:

Work Experience:

- Operations Management and Execution.

Skills:

- Knowledge Of Core Work Processes.
- Knowledge Of Relevant Tools And Systems.

Languages :

- English.

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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部门

Operations

地点  
Colombia

站点  
Bogota (Pharmaceuticals / GDD / NTO / CTS)

Company / Legal Entity  
CO01 (FCRS = CO001) Novartis de Colombia S.A

Functional Area  
Facilities & Administration

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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