

SAP UAT Business Support Specialist (1year contract)

Job ID
REQ-10052745

7月 22, 2025

Japan

摘要

We are seeking a proactive and detail-oriented SAP UAT Business Support Specialist to join our global SAP implementation project on a 1-year contract basis. This role is critical in supporting business operations during the User Acceptance Testing (UAT) phase by temporarily backfilling key business functions and ensuring smooth collaboration between business users and the project team.

The ideal candidate will have a strong understanding of business processes (e.g., Finance, Procurement, Sales, or Inventory), hands-on experience with SAP systems, and the ability to communicate effectively in both English and Japanese. You will play a key role in executing test scenarios, documenting results, and facilitating issue resolution in a fast-paced, multicultural environment.

About the Role

Key Responsibilities

- Provide temporary operational support to business units impacted by UAT activities.
- Execute and validate UAT test scenarios based on business requirements.
- Document test results, report defects, and follow up on issue resolution.
- Collaborate with global and local stakeholders to ensure alignment on testing progress and outcomes.
- Assist in preparing user manuals, training materials, and process documentation.
- Participate in daily stand-ups, test status meetings, and issue triage sessions.
- Support change management and end-user readiness activities as needed.

Required Qualifications

- 3+ years of hands-on experience in business operations (e.g., Finance, Procurement, Sales, Inventory).
- Working knowledge of SAP (S/4HANA or ECC) in a business user or analyst role.
- Experience in UAT or system testing in an enterprise environment.
- Strong communication skills in both English and Japanese (verbal and written).
- Proficiency in Microsoft Office tools (Excel, Word, PowerPoint).

Preferred Qualifications

- Experience in global SAP rollout or transformation projects.
- Familiarity with test management tools (e.g., JIRA, TestRail, HP ALM).
- Ability to create and maintain business process documentation.
- Experience working in a multicultural, cross-functional team environment.

Personal Attributes

- Self-starter with a proactive and solution-oriented mindset.
- Strong attention to detail and organizational skills.
- Flexible and adaptable to changing priorities.
- Team player with a collaborative attitude.

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>

部门

International

Business Unit

Universal Hierarchy Node

地点

Japan

站点

Toranomon (NPKK Head Office)

Company / Legal Entity

JP05 (FCRS = JP005) Novartis Pharma K.K.

Functional Area

Marketing

Job Type

Full time

Employment Type

Temporary (有期)

Shift Work

No

[Apply to Job](#)

利便性と合理的配慮

ノバルティスは障害を持つ個人と協力し、合理的配慮を提供することをお約束します。健康状態や障害を理由に採用プロセスのいかなる部分においても、あるいは職務の必須事項を果たすために合理的配慮が必要な場合は midcareer-r.japan@novartis.com 宛てに電子メールをお送りください。その際ご依頼内容、ご連絡先、求人票の番号を明してください。



Job ID
REQ-10052745

SAP UAT Business Support Specialist (1year contract)

[Apply to Job](#)

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10052745-sap-uat-business-support-specialist-1year-contract-ja-jp>

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/ja-JP/NovartisCareers/job/Toranomon-NPKK-Head-Office/SAP-UAT-Business-Support-Specialist--1year-contract-REQ-10052745-4>
5. <mailto:midcareer-r.japan@novartis.com>
6. <https://novartis.wd3.myworkdayjobs.com/ja-JP/NovartisCareers/job/Toranomon-NPKK-Head-Office/SAP-UAT-Business-Support-Specialist--1year-contract-REQ-10052745-4>