

Reporting Manager

Job ID
REQ-10055212

6月 18, 2025

Mexico

摘要

The Reporting Manager will be responsible for, inventory management/reporting, overseeing the efficient use of financial resources and ensuring accurate reporting of financial data across Centralized Asset Services Team (CAST) services. CAST is designed as in “in-house” capability for creative and digital production operations across all US promoted brands, to ensure full compliance on all related assets; and achieve measurable operational efficiencies, quality and cost savings goals. This role will ensure the in-house service can effectively and efficiently establish all capabilities with consistent standards and processes, that are fit for purpose.

The role will coordinate with CAST teams (co-located in US, India, Mexico, Ireland, etc.), external vendor partners and cross functional teams to gather information required for inventory management and financial reporting.

As an internal organization, CAST will drive value for our stakeholders, coordinating across the network to support the Novartis mission to improve patients' lives.

About the Role

#LI-Hybrid

Location: Mexico City

Relocation Support: This role is based in Mexico. Novartis is unable to offer relocation support: please only apply if accessible.

Key Responsibilities

- Inventory review & monitoring across the Literature (Direct to Reps, Direct to Physicians and Direct Mailers)
- Review and present program metrics, highlights, updates to the stakeholders
- Inventory Reporting on digital assets available to the field (i.e. Rep Triggered Emails, CLM (Presentations, Key Messages)
- Management of FAM dashboard, reporting on which assets are being used in the field

Monitor Financial Performance

- Track and analyze financial performance metrics, including budget utilization, and cost efficiency. Ensure optimal allocation and utilization of financial resources across various departments and projects. Prepare detailed financial reports, including budget reports, variance analysis, and resource utilization summaries
- Analyze financial data to identify trends, variances, and areas for improvement. Provide actionable insights to management
- Support financial forecasting and planning activities. Develop financial models to predict future resource needs and financial performance

Essential Requirements

- Bachelor degree
- 4+ years' experience in inventory management, financial analysis, reporting, and resource management.
- Strong analytical and problem-solving skills, proficiency in financial analysis tools and software, excellent communication abilities, and a solid understanding of financial regulations and compliance.

- Excellent cross-functional skills with the ability to work and lead the conversation with cross-functional team in a matrix environment. Strong process/project management skills.
- Excellent presentation, interpersonal, verbal and written communication skills
- Familiarity with and adaptability to new-generation technologies and trends (Gen AI and Agentic AI) is an added advantage.
- Strong English proficiency
- Desirable experience working with US.

Commitment to Inclusion

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

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.

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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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
US

Business Unit
Universal Hierarchy Node

地点
Mexico

站点
INSURGENTES

Company / Legal Entity
MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area
Marketing

Job Type
Full time

Employment Type
Regular

Shift Work
No

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Ajustes de accesibilidad

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a tas.mexico@novartis.com y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.



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