

Commercial Specialist

Job ID
REQ-10059510

8月 07, 2025

Mexico

摘要

LI-Hybrid

Location: Mexico City, Mexico

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

Step into a role where your operational expertise drives commercial excellence. As a Commercial Specialist, you ' ll be at the heart of strategic processes that shape the institute ' s success—managing key documentation, supporting bids, and ensuring seamless contract execution. Your insights will help optimize performance and uphold compliance, making a real difference in how we deliver value across departments. If you're passionate about precision, collaboration, and impact, this is your opportunity to thrive.

About the Role

Key Responsibilities

- Manage the institutional control dashboard and communicate findings across departments.
- Support bid preparation and document best practices with the institute.
- Validate and update documentation for bids, contracts, and delivery processes.
- Confirm and update delivery points identified by AI agents.
- Review and upload validated contracts and required bonds into SAP.
- Analyze and appeal sanctions based on delivery data and coordinate with logistics.
- Communicate provisions for sanctions, discounts, and free goods per contract terms.

Essential Requirements

- 3-5 years of experience in commercial operations or bidding processes within healthcare or pharmaceutical sectors.
- Proven ability to manage documentation and track sanctions effectively.
- Experience supporting operational processes in regulated environments.
- Familiarity with government platforms such as COMPRASMEX and ERP systems.
- Proficiency in document validation and digital upload procedures.
- Bachelor ' s degree in Business Administration, International Trade, Marketing, or related fields.

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
Mexico

站点
INSURGENTES

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

Functional Area
Sales

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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