

## Sr Sales Administration Analyst

Job ID  
REQ-10061283

9月 05, 2025

Argentina

### 摘要

At Novartis Argentina we lead with passion the evolution towards an equitable and sustainable healthcare system, empowering local talent, and refining the formula to support patients in transforming their lives. We do this by focusing on People, fostering Mastery at work, and embracing the Evolution of our model.

Handling transactions related to the Social Security and HMO Health Maintenance Organization system, applied to the Oncology and Special Treatments product segment. Analysis and dispatch of stock, settlements, invoicing, reports and sales analysis.

### About the Role

#### Key Responsibilities:

- Provide analytical support to managers on matters related to FSC activities, decision-making

and general projects.

- Assist more senior colleagues by providing analysis contributing to financial, reporting and accounting processes.
- Contribute to the preparation of analysis and reports with particular emphasis on the accuracy, compliance and timeliness of the data provided (i.e., reports on profit and loss activity).
- Support the preparation of reports on relevant facts and figures for internal and external reports, in a timely and accurate manner.
- Assist in the preparation of written project proposals, analytical reports and presentations.
- Contribute to the maintenance of accurate and timely information on fixed assets in the fixed assets register and provide support in the General Ledger, as needed.
- Provide assistance in Finance Projects in the country or in the BU.
- Notification of technical complaints/adverse events/special case scenarios related to Novartis product
- Distribution of marketing samples (where applicable).

#### Main requirements:

- Bachelor's degree in Business Administration or International Trade or similar.
- +2 years experience in the healthcare sector
- Proven experience with data analysis and report generation
- Knowledge of distribution channels in a pharmaceutical company: public tenders, agreements, private sector
- Excel proficiency (intermediate/advanced)
- Handling urgent requests / delivery follow-up
- English proficiency

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  
Argentina

站点  
Ramallo (Argentina)

Company / Legal Entity  
AR01 (FCRS = AR001) Novartis Argentina S.A.

Functional Area  
Audit & Finance

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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