

## Sales Administrator

Job ID  
REQ-10061392

9月 11, 2025

Panama

### 摘要

LI-Hybrid

Location: Panama, Panama

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

Step into a role where your analytical skills and passion for commercial excellence truly make a difference. As a Sales Administrator, you ' ll be the driving force behind seamless sales operations, collaborating with dynamic teams and turning data into actionable insights. Your expertise will empower the business to reach new heights, ensuring every sales process runs smoothly and every decision is backed by reliable analysis. If you thrive in a fast-paced environment and love making an impact, this is your opportunity to shape the future of our commercial success.

## About the Role

### Key Responsibilities

- Manage the sales landing process from order placement to fulfillment, ensuring smooth transitions.
- Align sales activities with forecasts and address deviations to meet sales targets.
- Analyze sales performance against financial targets, providing insights and recommendations.
- Create and update detailed sales reports for the team and management.
- Maintain accurate customer databases and identify opportunities to automate sales administration.

### Essential Requirements

- Bachelor ' s degree in finance or administration.
- Minimum of 3 years ' experience in administrative, analytical, or commercial roles.
- Strong financial management and operations execution skills.
- Proven ability to influence key stakeholders and drive results.
- Intermediate proficiency in English.
- Advanced critical thinking and problem-solving abilities.

### Desirable Requirements

- Experience with automation tools or AI-driven sales processes.
- Advanced skills in data visualization and reporting.

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部门  
International

Business Unit  
Universal Hierarchy Node

地点  
Panama

站点  
Panama

Company / Legal Entity  
PA13 (FCRS = PA013) Novartis Panama, S.A.

Functional Area  
Audit & Finance

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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