

## Project Manager - Implementation of Electronic Billing (Temporary)

Job ID  
REQ-10075115

3月 31, 2026

Mexico

### 摘要

-To support the business within a country with complex analysis, reporting, forecasts etc. (typically very large to large revenue) and provide expert advice within a core FRA process/ area/ technology

### About the Role

Location: Hybrid. CDMX

Your responsibilities include, but are not limited to:

- Lead end-to-end projects for the implementation or adaptation of electronic invoicing (CFDI).
- Manage project scope, schedule, risks, and deliverables.
- Coordinate multidisciplinary teams (tax, finance, operations, technology).
- Act as the primary point of contact with the client.
- Facilitate workshops for requirements gathering and operational model definition.
- Ensure compliance with SAT regulations and tax compliance without critical issues.
- Results-oriented and focused on meeting deadlines of high quality.
- Prepare and present executive status reports and timely, feasible recommendations to achieve the desired solutions.
- Provide complete and auditable documentation of requirements, test results, and support manuals for superusers and end users.

#### Functional (Non-Technical) Knowledge

General framework of:

- CFDI 4.0, Payment Supplements, Cancellations.
- Validation of Outbound and Inbound Invoices and Supplements.
- SAT Catalogs
- Annex 20 (user/business level)

Understanding of Financial Processes:

- Order to Cash
- Commercial and financial invoicing
- Interaction with indirect taxes
- Functional knowledge of ERP (SAP).

\*\* Temporary until September 2027 \*\*

Education level: Bachelor ' s degree in accounting, Finance, or Business Administration.

Desirable:

- Additional studies in taxation and tax compliance.
- Project management. Diploma or certification in Project Management (PMP, Prince2, PMO, Hybrid Scrum).

#### Required Experience in Electronic Invoicing Projects

- Implementation or migration of CFDI (4.0, payment supplements, cancellations).
- Use of CFDI for compliance validation of invoices issued/received by clients/suppliers and their respective payment supplements, providing sufficient support for e-accounting.
- Coordination with tax, finance, sales, and technology departments.
- Coordination of tax, operational, and business testing.
- Experience working in multinational or corporate environments with multiple stakeholders and departments.
- Experience managing external providers (PACs, integrators, consultants).
- Languages Advanced English (essential): Participation in regional/global calls and projects. / Executive documentation and communication.

#### Commitment to Diversity and Inclusion

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

#### Accessibility and Accommodation:

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](mailto: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.

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](mailto: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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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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

部门  
Finance

Business Unit  
Finance

地点  
Mexico

站点  
INSURGENTES

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

Functional Area  
Audit & Finance

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

```

var config = { targetId: "kalturaplayer69ccf8027d402727932581", provider: { widgetId:
"1Qm7rm1pm", partnerId: "2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause:
false, allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: {},
sources: { options: {}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true,
showSpeedMenu: false }, css : "/modules/custom/arcticnckalturaaddon/css/kalturavideo.css",
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
(KalturaPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if
(KalturaPlayer.plugins["transcript"]) { config.plugins["playkit-js-transcript"] = { position: "right", //
Default: bottom;('left', 'right', 'top', 'bottom') to enable transcript. expandMode: "over", // Default:
alongside;('alongside', 'hidden', 'over') expandOnFirstPlay: false, showTime: true, downloadDisabled:
false, printDisabled: false, disable: true }; } if (KalturaPlayer.plugins["preventSeek"]) {
config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; }
config.plugins.floating = { disable: true }; if (KalturaPlayer.plugins["navigation"]) {
config.plugins.navigation = { position: "right", expandMode: "over", expandOnFirstPlay: false, visible:
false }; } if (KalturaPlayer.plugins["hotspots"]) { config.plugins['playkit-js-hotspots'] = { disable: true }; }
if (KalturaPlayer.plugins["moderation"]) { config.plugins['playkit-js-moderation'] = { disable: true }; } if
(KalturaPlayer.plugins["info"]) { config.plugins['playkit-js-info'] = { disable: true }; } if
(KalturaPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents =
[]; if (KalturaPlayer.plugins["googleAnalytics"]) { config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } }; }

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try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof
kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other
media. kalturaPlayer.loadMedia({entryId: "1_dgfvmafo"}); } catch (e) { console.error(e.message) }

```

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