

# Business Excellence Specialist

Job ID  
REQ-10028213  
Nov 06, 2024  
Mexico

## Summary

Job Description Summary  
Location: Mexico City #Hybrid

### Job Purpose

The Business Excellence Coordinator plays a crucial role in ensuring efficient and effective management of purchasing processes for scientific and operations functions across the Cambridge, MA and San Diego, CA Biomedical Research locations primarily supporting the scientific operations functions.

This position will be responsible for executing purchase requests in relevant Novartis systems, communication with end users on request status, vendor interface, troubleshooting with internal and external stakeholders as well as maintenance of relevant dashboards around purchase order management. While not directly tied to scientific research, this position handles critical tasks essential for business success. Responsibilities also include tracking specific budget categories and facilitating cross-departmental communication.

## About the Role

### Major Accountabilities

- Initiate quality checks and issue solving for P&O, Procurement and Finance related topics (centralized operational support). Initiate departmental / cross-departmental knowledge / information sharing with internal and external partners.
- Initiate departmental process improvements & support models with process owners and / or cross-departmental experts. Interpret and administer policies, processes, and procedures that may affect sections and subordinate work units.
- Support and drive culture changes within department.
- Purchase order (PO) management: Validate demand in budget tool or in alignment with "Business Operations, Create shopping cart (SC) and control approval flow, Track purchase order details budget tool, maintain changes in PO details, e.g. cost center, requester, increases, monitor PO status, GR, balancing, closing.
- Supplier/Vendor Relationship : Update information, request new or corrected quotes, accounting
- Support Month-end meetings with Head Business Operations in SciOps as well as relevant finance business partners to provide accruals as needed.
- Update relevant finance management tools, for example WebNIMS (CapEx)

## Minimum Requirements:

- Degree or Equivalent: Bachelor's degree in finance, accounting, operational Management, business, or a related field.
- Operational Experience: At least 2-3 years of operational or financial experience. Experience with purchase order management, vendor management, operations support preferred.
- Customer Focus: Strong customer-focused mentality with proficiency in English (both oral and written).
- Technical and Organizational Skills: Excellent technical skills and attention to detail.
- Software Proficiency: Working knowledge of Microsoft Office 365 and SAP/Ariba/Service Now.
- Collaboration: Experience working with support teams/functions (FRA, R2P, P2P).
- Strategic Thinking: Ability to understand business priorities.
- Communication Skills: Demonstrated track record in stakeholder engagement, training, and effective presentation skills.
- Ability to work across a multi-functional working environment and/or experience partnering in a global environment

**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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<https://talentnetwork.novartis.com/network>

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Division

Biomedical Research

Business Unit

CTS

Location

Mexico

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Research & Development

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](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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