

Sales Operation Specialist

Job ID
REQ-10040048
fév 11, 2025
Colombie

Résumé

- ~ Proporcionar soporte analítico a los clientes internos de Novartis (CPOs y equipos regionales de marketing y ventas) en varios informes analíticos de complejidad baja-media.
- ~ Apoyar y facilitar la toma de decisiones basada en datos para los clientes internos de Novartis proporcionando y comunicando análisis cualitativos y cuantitativos
- ~ Apoyar a las empresas de GBS ~ GCO en la práctica de la construcción mediante la participación en diversas iniciativas como el intercambio de conocimientos, el apoyo a la incorporación y la capacitación, el liderazgo del equipo de apoyo en todas las tareas / actividades relacionadas con el negocio, la creación de documentación de procesos y repositorios de conocimientos.
- ~ Ser parte integral de un equipo de diseño integral responsable del diseño de materiales de marketing promocional.

About the Role

Major Accountabilities

- **Client Requirements:** Create and deliver below client requirements as per agreed SLAs.
- **Service Delivery:** Provide services through a structured project management model with appropriate documentation and communication throughout the service delivery.
- **Quality Assurance:** Ensure deliverables are of the highest quality and accuracy. Deliver projects on time within stipulated deadlines.
- **SOP Support:** Assist in the creation and maintenance of Standard Operating Procedures (SOPs).
- **Knowledge Repositories:** Support the development and maintenance of knowledge repositories capturing qualitative and quantitative reports.
- **Knowledge Sharing:** Participate in various knowledge-sharing sessions.

Key Performance Indicators

- **Analytical Support:** Provide analytical support to Novartis internal clients (CPOs and regional marketing and sales teams) in various low-to-medium complexity analytical reports.
- **Data-Driven Decisions:** Support and facilitate data-driven decision-making for Novartis internal clients by providing and communicating qualitative and quantitative analyses.
- **GBS ~ GCO Support:** Support GBS ~ GCO companies in practice building by participating in various initiatives such as knowledge sharing, onboarding support, and training. Lead the support team in all business-related tasks/activities, creating process documentation and knowledge repositories.
- **Marketing Design:** Be an integral part of a comprehensive design team responsible for creating promotional marketing materials.

Work Experience

- **Pharmaceutical Industry:** Over 3 years of experience in the pharmaceutical industry.
- **Project Management:** Extensive experience in project management.
- **Operations Management:** Skilled in managing and executing operations.

Skills

- Advertising Campaigns
- Alteryx
- Analytical Thinking
- Brand Awareness
- Business Networking
- Curiosity
- Digital Marketing
- Email Marketing
- Marketing Communications
- Marketing Plans
- Marketing Strategy
- Media Campaigns
- Process Documentation
- Strategic Marketing

Language: English

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>

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.

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?

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Division

International

Business Unit

Innovative Medicines

Emplacement

Colombie

Site

Bogota (Pharmaceuticals / GDD / NTO / CTS)

Company / Legal Entity

CO01 (FCRS = CO001) Novartis de Colombia S.A

Functional Area

Commercialisation

Job Type

Full time

Employment Type

Regular

Shift Work

No

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