

Process Expert

Job ID
REQ-10046451

4月 07, 2025

Spain

摘要

Location: Barcelona/Madrid, Spain. #LI-Hybrid.

Are you ready to take on a pivotal role in delivering top administrative services both locally and globally? We are seeking a dynamic and dedicated Process Expert (m/f/d) to join our team and ensure our service levels meet and exceed site requirements.

About the Role

Major accountabilities:

- Takes care of general administrative tasks and maintains the administrative processes such as registration and maintenance of service providers in MDG-s, preparation of contracts in CLM, creation of service orders, management of small reimbursements, support for budget and expenditure tracking, calculation of provisions, management of invoice issues, etc.

- Supplier registration, approval of invoices, identification of expenses, verification of reconciliation to release payment...
- Informs, advises and supports the team and associates from outside the team on processes, guidelines and services that are specific to the department.
- Supports optimization of current processes and/or introduction of new or modified processes.
- Support in training activities, creation of One Pagers, etc.

Minimum Requirements:

- Bachelor ' s degree in Administration
- Proficiency in Spanish and English
- At least 2 years of previous experience in a similar role

You will receive:

You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

Other Spanish standard benefits are Company Pension Plan; Life and Accidental Insurance; Meals, Allowance or Canteen in the office; Flexible working hours.

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 working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to diversity.inclusionch@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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

Ethics Risk & Compliance

Business Unit

Universal Hierarchy Node

地点

Spain

站点

Barcelona Gran V í a

Company / Legal Entity

ES06 (FCRS = ES006) Novartis Farmac é utica, S.A.

Alternative Location 1

Madrid Delegaci ó n, Spain

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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