

## Sales/Customer Service Specialist; Field Support

Job ID  
REQ-10047601

4月 08, 2025

Mexico

### 摘要

Location: CDMX, Li #Hybrid

The Data and Compliance Specialist will be responsible for reviewing, analyzing, and auditing data to ensure accuracy and consistency in credit note reconciliation. This position is crucial to maintaining the company's financial and operational integrity.

### About the Role

#### Major Accountabilities

#### Responsibilities:

- Review and analyze large volumes of financial and operational data.
- Audit data to identify discrepancies and ensure accuracy.

- Reconcile credit notes, ensuring all transactions are correctly recorded.
- Collaborate with other departments to resolve discrepancies and improve data processes.
- Generate detailed reports on findings and recommendations.
- Stay up-to-date with best practices and regulations in data control and analysis.
- Ensure operational implementation is in accordance with business policy.

#### Requirements:

- University degree in Accounting, Finance, Statistics, or a related field.
- Previous experience in data analysis and auditing.
- Advanced knowledge of data analysis tools (e.g., Excel, SQL, audit software).
- Analytical skills and attention to detail.
- Ability to work independently and in a team.
- Excellent written and verbal communication skills.
- English desirable

#### Desired Skills:

Additional certifications in auditing or data analysis.

Experience in the company's specific industry.

Knowledge of ERP systems and financial management software.

#### Soft Skills:

Effective Communication.

Strategic Thinking.

Teamwork.

Innovation and Creativity.

Strong analytical skills.

#### 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? <https://www.novartis.com/about/strategy/people-and-culture>

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部门

International

Business Unit

Innovative Medicines

地点

Mexico

站点

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmac é utica S.A. de C.V.

Functional Area

Sales

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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