

Chargeback/Membership Analyst - Institutional Contracts, Chargebacks & Rebates

Job ID
REQ-10049531

4月 17, 2025

USA

摘要

This position will be located at the East Hanover, NJ site and will not have the ability to be located remotely. Please note that this role would not provide relocation and only local candidates will be considered.

The Chargeback/Membership Analyst ICCR (Institutional Contracts, Chargebacks & Rebates) will support the Innovative Medicines (IM) US organization with accurate and timely validation of membership eligibility requests for the Institutional contract segment.

#LI-Hybrid

About the Role

Key Responsibilities:

- Process Expert/Lead -Create and maintain Indirect/Direct membership information in Model N and SAP. Conduct Class of Trade research to support Government Pricing calculations.
- Business Partnering - Understand contract strategies for accurate customer administration. Demonstrate effective prioritization to ensure timely response for all membership inquiries. Communicate with assigned wholesalers, GPO, LTC, Specialty Groups, HIBCC, IMS, and HRSA to determine member eligibility. Troubleshoot with Market Access to resolve any customer alignment issues. Work with teams in remote locations both inside and outside the U.S. to achieve department objectives.
- Team Leadership/Meeting Facilitation - Conduct meetings to achieve issue resolution within the department, with internal customers, wholesalers, specialty distributors, LTC, and GPOs. Maintain systems and logs to track contracts, rebate, chargebacks, and membership issues for accurate reporting to management.
- Data Analytics: Utilize internal dashboards, GPO rosters and internal tracking logs to identify membership trends and eligibility issues.
- Quality Assurance - Ensure adherence to all standard operating procedures and SOX requirements. Ensure communication to management about identified risks to the department and organization. Identify any areas for improvement and provide actionable feedback.

Essential Requirements:

- Bachelor ' s degree required. Consideration will be given to individuals who will be earning their Bachelor ' s degree by June 2025 with previous Novartis experience.
- Minimum 1 year of analytical experience
- Proficiency in computer applications, including Microsoft Office, Outlook, and Adobe Acrobat
- Superior proof reading and organizational skills; detail oriented and self-directed
- Proven ability to work independently, prioritize workload and manage competing priorities
- Ability to research and respond to complex customer issues with reasoned judgment
- Strong collaboration, communication and negotiating skills
- Results-oriented ability to deliver under tight deadlines

Desirable Requirements:

- Degree subject area in Finance, Accounting or Business Administration
- Proficiency with life science applications - Model N. Deal Management and SAP and/or working knowledge of class of trade and customer identifiers

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between: \$60,600.00 and \$112,600.00 /year; however, while salary ranges are effective from 1/1/25 through 12/31/25, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details

of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

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>

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

部门
Finance

Business Unit
Innovative Medicines

地点
USA

状态
New Jersey

站点
East Hanover

Company / Legal Entity
U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area
Audit & Finance

Job Type
Full time

Employment Type
Regular

Shift Work
No

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