

Commercial Portfolio Associate

Job ID
REQ-10077503
Июн. 02, 2026
Марокко

Сводка

The Commercial Portfolio Associate provides operational and analytical support to ensure effective portfolio performance management, financial accuracy, and strong governance of alliance activities. The role plays a key coordination function across multiple stakeholders to ensure seamless execution and compliance.

About the Role

Key Responsibilities

1. Portfolio Performance Support

- Consolidate and maintain portfolio performance trackers (sales, forecasts, risks).
- Contribute to data preparation for business reviews.
- Provide operational support for performance reporting.

2. Financial Reconciliation & Invoice Follow-up

- Review and reconcile partner invoices and supporting documentation prior to payment.
- Ensure compliance with contractual terms and financial accuracy.
- Follow up with partners on missing or incomplete documents.
- Maintain updated trackers for invoices, payments, and reconciliation files.
- Escalate discrepancies, delays, or financial risks when needed.

3. Governance & Alliance Operations Support

- Action tracking for alliance and governance meetings
- Support to JSCs and monthly alliance reviews
- BD stock In Trade calculation

4. Documentation & Archiving

- Own structured archiving for alliance activities:
 - Invoices and payment evidence
 - Reconciliation files
 - Governance MoMs and trackers
- Ensure all governance processes are documented, traceable, and audit-ready.

5. Cross-Functional Coordination

- Act as a coordination point between:
 - Commercial / BD&L
 - Finance
 - Compliance / ERC
 - Medical / Regulatory
 - Supply Chain
- Ensure timely information flow and closure of actions across stakeholders.

Requirements

Education & Experience

- Bachelor's degree in Business, Finance, Economics, or a related field
- 2–5 years of experience in commercial operations, finance, or coordination
- Experience in a multinational or healthcare/pharma environment is a plus

Technical Skills & Tools

- Advanced Microsoft Excel (data analysis, pivot tables, trackers)
- PowerPoint (business reviews and presentations)
- ERP systems (SAP or equivalent) for financial tracking and invoicing
- Data visualization tools (Power BI preferred)
- Document management systems (SharePoint or similar)
- Strong ability to manage and structure large datasets and documentation

Core Competencies

- Strong analytical skills and attention to detail
- Financial acumen and contract understanding
- Excellent organizational and follow-up capabilities

- Ability to work cross-functionally and manage multiple stakeholders
- Strong communication and coordination skills
- High level of integrity and compliance awareness

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Дивизион

Finance

Business Unit

Marketing

Место

Марокко

Сайт

Casablanca

Company / Legal Entity

MA03 (FCRS = MA003) Novartis Pharma Maroc SA

Functional Area

BD&L & Strategic Planning

Job Type

Full time

Employment Type

Regular

Shift Work

No

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