

Travel and Expense Specialist

Job ID

REQ-10086942

сен 07, 2026

Мексика

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Сводка

为 FRA 学科提供财务报告、合规性和数据准确性的分析支持。处理和协调报告的编写，确保及时提交。

About the Role

Major Accountabilities

- ~ 在与 FRA 活动、决策和一般项目相关的事项上向管理人员提供分析性支持。
- ~ 协助更多高级同事提供分析，以支持财务、报告和会计流程。
- ~ 协助编写分析和报告，特别强调所提供数据的准确性、合规性和及时性（即损益活动报告）。
- ~ 支持及时准确地编写有关事实和数字调查结果的报告，以便进行内部和外部报告。
- ~ 支持编写书面项目提案、分析报告和演示。
- ~ 协助维护固定资产登记册中准确及时的固定资产信息，并根据需要在总帐上提供支持。
- ~ 为国家或业务单位一级的融资项目提供援助。
- ~ 收到后 24 小时内报告与诺华产品相关的技术投诉/不良事件/特殊情况
- ~ 营销样本的分发（适用）

Key Performance Indicators

- 内部客户满意度，对财务分析的质量、适当性和及时性
- 客户根据商定的 SL 对服务交付和流程特定的 KPI 的满意度

Work Experience

~运营管理和执行

Skills

- ~了解价值驱动因素
- ~批判性思维
- ~影响关键利益相关者的能力
- ~有效沟通
- ~工艺优化
- ~建立高效的团队
- ~人才发展
- ~财务会计
- ~财务和管理报告
- ~资源配置

Language

英语

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Дивизион

Finance

Business Unit

Finance

Место

Мексика

Сайт

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Аудит и финансы

Job Type

Full time
Employment Type
正式
Shift Work
No

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List of links present in page

1. <https://novartis.ru/careers/career-search/job/details/req-10086942-travel-and-expense-specialist-de-de>
2. <https://novartis.ru/careers/career-search/job/details/req-10086942-travel-and-expense-specialist>
3. <https://novartis.ru/careers/career-search/job/details/req-10086942-travel-and-expense-specialist-es-es>
4. <https://novartis.ru/careers/career-search/job/details/req-10086942-travel-and-expense-specialist-fr-fr>
5. <https://novartis.ru/careers/career-search/job/details/req-10086942-travel-and-expense-specialist-it-it>
6. <https://novartis.ru/careers/career-search/job/details/req-10086942-travel-and-expense-specialist-ja-jp>
7. <https://novartis.ru/careers/career-search/job/details/req-10086942-travel-and-expense-specialist-nl-nl>
8. <https://novartis.ru/careers/career-search/job/details/req-10086942-travel-and-expense-specialist-ru-ru>
9. <https://novartis.ru/careers/career-search/job/details/req-10086942-travel-and-expense-specialist-sl-si>
10. <https://novartis.ru/careers/career-search/job/details/req-10086942-travel-and-expense-specialist-tr-tr>
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13. https://novartis.wd3.myworkdayjobs.com/zh-CN/Novartis_Careers/job/INSURGENTES/Travel-and-Expense-Specialist_REQ-10086942-1
14. https://novartis.wd3.myworkdayjobs.com/zh-CN/Novartis_Careers/job/INSURGENTES/Travel-and-Expense-Specialist_REQ-10086942-1