

Field Support Specialist

Job ID
REQ-10081888
Июн. 23, 2026
Китай
Available in: English

Сводка

-Support end-to-end order management process by interacting with customers, manufacturing sites, and other internal departments to ensure all orders are 1800万+中国患者受益于诺华的产品！在这份工作中，你将代表诺华公司向临床医生传递最前沿、专业的药学知识，优化的药物治疗方案，进而帮助相关患者得到更经济、安全、有效的治疗与康复。

About the Role

您的关键职责：

- 掌握公司财务相关政策，负责大区费用预算和实际发生的统计和反馈；
- 销售区域疑问销量核查、流向库存统计等；
- 支持区域的相关会议：大区会议、半年会、年会等；
- 协助解答销售团队的日常问题，为人员入、离职提供相关支持；
- 为会议析提供相关的数据分析支持；
- 安排大区经理的日常差旅安排；
- 上级主管指派的其他行政工作

您需要符合的基本职位要求：

- 全日制大专或以上学历；
- 基本的口头英语表达能力
- 熟悉MS office软件，良好的excel和PowerPoint操作能力；
- 踏实、细心、责任心强；
- 抗压，同时具备良好的学习能力，以及人际沟通能力；

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
International
Business Unit
Sales
Место
Китай
Сайт
Beijing (Beijing)
Company / Legal Entity
CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd
Functional Area
Продажи
Job Type
Full time
Employment Type
Regular
Shift Work
No

Accessibility and accommodation

Novartis is 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 recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.china@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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