

# Operations Support (IIT & FMV)

Job ID  
REQ-10056033  
Jul 09, 2025  
Mexico

## Summary

This role provides operational support to contracting life cycle management and business solutions for Medical Affairs Contracts and Business Solutions to support the US organization. Supporting all areas in the end-to-end contracts' life cycle process and business solutions needs.

## About the Role

This role is based in Mexico City, Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

## Key Responsibilities:

- Contract Life Cycle (CLC) Management: Supports contract managers for efficient execution/implementation of Medical Affairs business contracts in accordance with US business needs. Helps to record tracking metrics in accordance with required data points.
- Contract: Aids with primary responsibility and operational support for IIT and FMV. Prepares and populates contracts templates for multiple agreements such as IIT US and global. Prepares and populates Schedule A's in accordance with Fair Market Value evaluations. Secondary responsibility to aid with HCP engagement agreements (Authorship; Preceptorship, Speakers, Consultancy); Site Agreements; Amendments; confidentiality agreements; etc. Ownership for follow up activities to ensure quick and efficient turnaround times, in adhere to Internal SOP and WP processes, and Corporate Integrity. Ensures final contracts/amendments are signed and stored in appropriate repositories with all approvals. Facilitate execution of said agreements for contract managers. Assists US MA CBS in preparing IIT templates, for both original contracts and amendments.
- Collaborator: ability to communicate effectively regarding contract terms, scopes of work, and payment schedules within the framework of the legal and compliance requirements to support the US organization. Aids Contracts Ops Mgr. to ensure timely execution. Aids to record metrics timely for capturing and reporting of data.
- Budget and Fair Market Value: Aids in fair market value evaluations such as Grant Plan and benchmarking. Aids in preparing template Schedule As adhering to all local process with minimal deviations from local guidelines and standards.
- Knowledgeable Tasks: Ability to understand financial conditions of payments. Set up payment schedules in accordance with research projects milestones. Ability to benchmark research related to unit costs.

## Essential Requirements:

- Advanced English, level C1 – C2
- Candidate must have 5-7 years of experience in the Pharmaceutical Industry, 5+ years' experience in operational roles; and 5+ years in a financial and/or Contracting Function.
- Bachelor's degree in business/legal field required.
- Understanding of clinical trial conduct and regulation to support the US organization.
- Knowledge of research scopes in association to payment schedules for different types of research projects, such as IITs, and other types of trials.
- Demonstrate successful ability for reconciliation of schedule A's/payment terms for contracts and amendments with minimal oversight.
- Proficient Understanding of fair market value, benchmarking costs and budgets for US Market
- Proven interpersonal skills (team player).
- Willing to work in an agile environment adapting to evolving business needs
- Record of accomplishments that demonstrate solution mindset and multitasking skills.
- Demonstrated success working in a contract function working with different phases of development and research.
- Strong written, oral & presentation skills.
- Possess organizational and analytical skills.

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

Novartis is committed to work with and provide 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 [tas.mexico@novartis.com](mailto:tas.mexico@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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No  
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