Contract Specialist

Job ID
REQ-10056035
Jul 08, 2025
Mexico

Summary

The Contracts Specialist provides contracting life cycle management support and business solutions optimizing operational expertise to Medical Affairs, partnering with all areas in the end-to-end planning process and execution.

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 Cyle (CLC) Management: Performs contract management processes for execution/implementation of MA business contracts in accordance with business needs. Records tracking metrics in accordance with required data points.
- Contract: Executes contractual documents within primary areas such as Research Collaboration support, Letters of Agreements, Letters of Intent, Licensing Agreement support. Assists CBS Team in populating complex templates (such as research agreements, term sheets, Licensing agreements, etc.) Secondary areas: HCP engagement agreements (Authorship; Preceptorship, Speakers, Consultancy); Site Agreements; Amendments; confidentiality agreements; Letters of Indemnification etc. Provides follow up to ensures contracting activities, with quick and efficient turnaround times, in adhere to Internal SOP and WP processes, and Corporate Integrity. Produces final contracts/amendments and secures all necessary company approvals to facilitate execution of said agreements. Ensures appropriate contractual Amendments and Addendums are in place. Assists MA CBS team in preparing project specific metrics and milestones for both original contracts and amendments.
- Collaborator: ability to communicate effectively with Legal and Patent departments and to answer questions regarding contract terms, scopes of work, pricing, and payment schedules within the framework of the US legal and compliance requirements. Aids Contracts Ops Mgr. and/or NOCC Lead to ensure timely execution and efficient negotiations/management. Records metrics timing for capturing and reporting of data related to his/her operational performance.
- Budget management: Ensures FMV and Schedule As abide by Laws, Regulations and adhere to all local process, aligning milestone deliverables with cost and payment to ensure minimal deviations from local guidelines and standards.
- Knowledge management: laws and regulations associated with contract language regarding Phama, regulations to GxP, with specific knowledge of Phase 1-IV, Registries, HCP Engagements, and IIT studies with secondary knowledge including, but not limited to, research collaborations, HCP engagements, Letters of Agreement/Indemnification, and confidentiality agreements, that may shift based on evolving business needs.

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 Contracting Function.
- Bachelor's degree in business/legal field required.
- Knowledge and understanding of clinical trial conduct and regulation to support the US Organization.
- Full knowledge of research operations scopes, inclusive of different types of research projects, such as HEOR/RWE, NIS/registries, IITs, and sponsored trials.
- Demonstrate knowledge and understanding of Inventions and Patents, Indemnification regulatory, and privacy regulations in the US Market.
- Demonstrate successful negotiation for FMV budgets, contracts, reconciliation, and amendments: HEOR, vendor, research sites, IIT, NIS, HCP and CDA with minimal oversight.
- Proficient Understanding of fair market value, benchmarking costs and budgets.
- Possess internal and/or external influence to achieve business & operational objectives.
- Excellent interpersonal skills (team player).
- Proven negotiation skills.
- Must be able to work independently and be fully agile in adapting to evolving business needs
- Proven record of accomplishments that demonstrate solution mindset and multitasking skills.
- Demonstrated track record of success in a contract function working with multidisciplinary drug development teams in different phases of development
- Strong written, oral & presentation skills, with an ability to make professional and credible first impressions.
- Possess organizational and analytical skills.
- Ability to work on multi-faceted projects.
- Excellent interpersonal communication and cross-functional collaboration skills.

Commitment to Inclusion

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 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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

Division
Operations
Business Unit
Universal Hierarchy Node
Location
Mexico
Site
INSURGENTES
Company / Legal Entity
MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.
Functional Area
Research & Development
Job Type
Full time
Employment Type
Regular
Shift Work
No
Apply to Job

Accessibility and accommodation

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 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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

Job ID
REQ-10056035

Contract Specialist

Apply to Job

Source URL: *https://prod1.novartis.com/careers/career-search/job/details/req-10056035-contract-specialist*

List of links present in page

1. mailto:tas.mexico@novartis.com
2. https://www.novartis.com/about/strategy/people-and-culture
3. https://talentnetwork.novartis.com/network
4. https://www.novartis.com/careers/benefits-rewards
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/INSURGENTES/Contract-Specialist_REQ-10056035-1
6. mailto:tas.mexico@novartis.com
7. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/INSURGENTES/Contract-Specialist_REQ-10056035-1