

Project Manager - Implementation of Electronic Billing (Temporary)

Job ID

REQ-10075115

Mar 31, 2026

LOC_MX

About the Role

Location: Hybrid. CDMX

Your responsibilities include, but are not limited to:

- Lead end-to-end projects for the implementation or adaptation of electronic invoicing (CFDI).
- Manage project scope, schedule, risks, and deliverables.
- Coordinate multidisciplinary teams (tax, finance, operations, technology).
- Act as the primary point of contact with the client.
- Facilitate workshops for requirements gathering and operational model definition.
- Ensure compliance with SAT regulations and tax compliance without critical issues.
- Results-oriented and focused on meeting deadlines of high quality.
- Prepare and present executive status reports and timely, feasible recommendations to achieve the desired solutions.
- Provide complete and auditable documentation of requirements, test results, and support manuals for superusers and end users.

Functional (Non-Technical) Knowledge

General framework of:

- CFDI 4.0, Payment Supplements, Cancellations.
- Validation of Outbound and Inbound Invoices and Supplements.
- SAT Catalogs
- Annex 20 (user/business level)

Understanding of Financial Processes:

- Order to Cash
- Commercial and financial invoicing
- Interaction with indirect taxes
- Functional knowledge of ERP (SAP).

**** Temporary until September 2027 ****

Education level: Bachelor's degree in accounting, Finance, or Business Administration.

Desirable:

- Additional studies in taxation and tax compliance.
- Project management. Diploma or certification in Project Management (PMP, Prince2, PMO, Hybrid Scrum).

Required Experience in Electronic Invoicing Projects

- Implementation or migration of CFDI (4.0, payment supplements, cancellations).

- Use of CFDI for compliance validation of invoices issued/received by clients/suppliers and their respective payment supplements, providing sufficient support for e-accounting.
- Coordination with tax, finance, sales, and technology departments.
- Coordination of tax, operational, and business testing.
- Experience working in multinational or corporate environments with multiple stakeholders and departments.
- Experience managing external providers (PACs, integrators, consultants).
- Languages Advanced English (essential): Participation in regional/global calls and projects. / Executive documentation and communication.

Commitment to Diversity and Inclusion

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

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 tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a tas.mexico@novartis.com y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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

Role Requirements

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 \(PDF 30 MB\)](#)

Division

DIV_FI

Business Unit

Finance

Location

LOC_MX

Site

INSURGENTES

Company / Legal Entity

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

Functional Area

FCT_FN

Job Type

Full time

Employment Type

Regular

Shift Work

No

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