

# Fixed Assets Specialist

Job ID

REQ-10075738

Apr 16, 2026

LOC\_MX

## About the Role

Location: Hybrid. CDMX

Your responsibilities include, but are not limited to:

- Provide analytical support to senior accountants and managers in matters related to FRA activities, decision making and general projects.
- Assist more senior colleagues in providing analysis in order to support financial, reporting and accounting processes.
- Contribute to the preparation of analysis and reports with particular emphasis on accuracy, compliance and timeliness of data provided (i.e.: reports on profit and loss activity).
- Support the preparation of reports on relevant facts and figures findings for internal and external reporting in a timely and accurate manner.
- Support the preparation of written project proposals, analytical reports, and presentations.
- Contribute to the maintenance of accurate and timely fixed asset information in the fixed asset register and provide support on the general ledger as required.
- Provide assistance to Finance Projects at country or BU level.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt

## Essential Requirements

- Accounting experience, Fixed Asset knowledge preferred
- Able to handle multiple workstreams
- English required
- Previous experience utilizing AI
- Experience in the healthcare or life science industries is preferred
- Possess excellent organization and communication skills
- Proficient in MS Office applications such as Word, Excel and Power Point

## 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](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.

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](mailto: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.

## 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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