

Business Operation Lead - PO

Job ID

REQ-10087589

Sep 29, 2026

LOC_IN

About the Role

Major accountabilities:

- Manage the end-to-end Purchase Order (PO) lifecycle for Translational Medicine, including request intake, creation, amendment, monitoring, and closure.
- Review requests and supporting documentation to ensure completeness, accuracy, and compliance prior to PO creation.
- Coordinate with business requestors, Finance, Procurement, and other stakeholders to obtain required information and approvals.
- Track PO status, commitments, open balances, invoices, and closure activities; follow up on outstanding actions to support timely processing.
- Support investigator meeting payment administration, including payment set-up, tracking, reconciliation support, and issue resolution.
- Create and maintain Schedule A documents and Purchase Orders based on approved contractual agreements.
- Facilitate Goods Receipt (GR) activities and support invoice review and approval processes in collaboration with relevant stakeholders.
- Maintain accurate operational records, trackers, and supporting documentation in accordance with audit and compliance requirements.
- Serve as a point of contact for PO and payment-related queries and provide status updates to stakeholders.
- Support period-end and year-end activities by reviewing open POs and coordinating required amendments or closures.
- Prepare and maintain process documentation, templates, and standard operating guidance for PO-related activities.
- Generate operational reports on PO activity, open actions, exceptions, and workload metrics.
- Utilize SRM, Ariba, and related enterprise systems to support procurement and invoice management processes.
- Ensure adherence to applicable company policies, approval requirements, and financial controls throughout the PO process.

Essential Requirements

- 3-5 years of relevant experience in business operations, finance operations, procurement operations, accounts payable, clinical operations or a related field, preferably in pharma / biotech
- Hands-on experience with purchase orders, invoice or payment workflows, reconciliations, operational tracking and stakeholder coordination
- Experience supporting investigator meeting payments or clinical study financial operations is preferred
- Proven experience working in a multi- / cross-functional and global environment

Role Requirements

Division

DIV_RE

Business Unit

Research

Location

LOC_IN
Site
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
FCT_FA
Job Type
Full time
Employment Type
Regular
Shift Work
No
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