

Travel & Procurement Data Analyst

Job ID
REQ-10078322
июл 22, 2026
Мексика
Available in: English

Сводка

The Business Traveler Data Analytics role supports the consolidation, analysis, and reporting of travel, expense, and supplier data to generate insights for the corporate travel program. The role contributes to improved program visibility, cost management, policy compliance, and traveler experience by preparing dashboards, recurring reports, summaries, and stakeholder materials. This role works with Travel, Procurement, Finance, P&O, and external suppliers to monitor trends, identify opportunities, and support data-driven decision-making within established processes.

About the Role

Major Accountabilities

- Analyze travel, expense, and booking data to identify trends, leakage, potential savings opportunities, and compliance risks.
- Develop and maintain dashboards, scorecards, and recurring reports using tools such as Excel and Power BI, following agreed reporting standards.
- Track key performance indicators including spend, average ticket price, hotel rate performance, advance purchase behavior, online adoption, and policy compliance.
- Consolidate and validate data from multiple sources, including online booking tools, expense systems, travel management companies, and supplier reports.
- Provide analytical and data preparation support for supplier management by reviewing airline, hotel, car, and agency performance against contractual commitments and service levels. Provide analytical support and prepare information for sourcing initiatives, negotiations, benchmarking, audits, and business reviews.
- Identify potential root causes of traveler friction and process inefficiencies, and recommend reporting, policy, or system configuration improvements for review by relevant stakeholders.
- Prepare reports, summaries, and leadership materials for stakeholders, highlighting risks, opportunities, and recommended actions based on available data.
- Partner with stakeholders across Travel, Procurement, Finance, and P&O to align reporting outputs with business priorities. Support data accuracy, documentation, and reporting governance following established processes and standards.

Minimum Requirements

- Bachelor's degree in Business, Finance, Data Analytics, Supply Chain, Travel Management, or a related field.
- Typically 2–3 years of experience in analytics, procurement, finance, business operations, or corporate travel program support.
- Strong analytical and problem-solving skills with the ability to interpret datasets and translate findings into practical business insights.
- Advanced proficiency in Excel and good working knowledge of PowerPoint.
- Experience working with travel, expense, ERP, or supplier data sources.
- Ability to communicate data and findings clearly to both technical and non-technical audiences.
- Strong attention to detail, data quality, and process discipline.
- Demonstrated ability to manage multiple priorities and work effectively across functions.

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.

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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 \(PDF 30 MB\)](#)

Дивизион
Operations
Business Unit
Purchasing & Sourcing
Место
Мексика
Сайт

INSURGENTES

Company / Legal Entity

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

Functional Area

Закупки

Job Type

Full time

Employment Type

Regular

Shift Work

No

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