NOVARTIS

Payroll Expert - Payroll Services

Job ID
REQ-10051376
Μαι 11, 2025
India

Περίληψη

Location: Hyderabad #LI Hybrid

About the role:
To support the development of payroll processes, principles, and guidelines, as well as coordinate data analysis and evaluation, in support of the implementation and/or maintenance of processes / services / continuous improvement in scope.

About the Role

Your responsibilities include, but not limited to:

- Support the team in the operational conversion of Payroll strategic objectives.
- -Provide support and specific advice in the implementation of processes and standards for all payroll Services aspects (e.g. services, processes, continuous improvement) and provide guidance and assistance on problems and requests to customers/users through consulting and training
- -Handle payroll standard service requests, answer questions, resolve problems if possible or support problem resolution by close collaboration with next level support and/or experts.
- -Track service requests and troubleshoots – analyze error messages and questions.
- -Support evaluation of the services / processes / continuous improvement in scope.
- -Contribute to payroll Services projects at country   or BU.

Minimum requirements :

• Bachelor's Degree or equivalent in education and experience.

•Proficient in English (written & spoken).

•3-4 years proven experience in Payroll for US

•Working knowledge with Payroll Systems – ADP is highly preferred, but no mandatory.

•Working knowledge of federal and state regulations/taxes.

•Customer focused solutions, Proactive thinking and Problem solving

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

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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

Τομέας
People & Organization
Business Unit
Universal Hierarchy Node
Τοποθεσία
India
Τοποθεσία
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Human Resources
Job Type
Full time
Employment Type
Regular
Shift Work
No
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Accessibility and accommodation

Novartis is committed to working with and providing 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 diversityandincl.india@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.

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