

Payroll Expert

Job ID
REQ-10039758

2月 09, 2025

India

摘要

Location: Hyderabad #LI Hybrid

About the role:

To support the development of P&O processes, principles, and guidelines for a small client group, 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 P&O strategic objectives.

- Provide support and specific advice in the implementation of processes and standards for all P&O Services aspects (e.g. services, processes, continuous improvement) and provide guidance and assistance on problems and requests to customers/users through consulting and training -Support the identification and planning of services P&O Services will provide.
- Handle standard service requests, answer questions, resolve problems if possible or support problem resolution by close collaboration with next level support and/or experts -Perform user administration tasks (e.g. access management).
- Track service requests and troubleshoots - analyze error messages and questions -Support periodic cost and efficiency analyses to support productivity objectives -Support personnel cost budgeting process and control.
- Support evaluation of the services / processes / continuous improvement in scope.
- Contribute to P&O Services projects at country or BU level

Minimum requirements :

- Bachelor ' s Degree or equivalent in education and experience.
- Certified Payroll Professional designation or equivalent experience preferred.
- At least 5 years of experience in major payroll processing operation with employees
- Proficiency in English - other languages are an advantage
- Knowledge of any ticketing tool like Service Now

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部门
People & Organization

Business Unit
CTS

地点
India

站点
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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