

Specialist Global Recognition

Job ID
REQ-10062961

11月 24, 2025

India

摘要

The main objective of this role is to support the operational execution, reporting, and continuous improvement of Novartis' Global Recognition Program - Spark. The role requires strong functional and technical expertise to ensure the seamless operation of the platform within the recognition framework. The Specialist will collaborate closely with global and regional stakeholders, vendors, and IT teams, playing a vital role in fostering a culture of Recognition

About the Role

Major Accountabilities:

- Act as the main point of contact with internal stakeholders and recognition vendor, ensuring program alignment with Novartis' objectives while providing operational guidance and exceptional support to Novartis associates.
- Collaborate with the Global Program Lead and Country SPOCs to manage change initiatives,

adapting processes and guidelines to meet evolving organization and program needs.

- Create program SOPs/educational materials and keep them up to date. Identify targeted training needs and support communication strategies in collaboration with key stakeholders to promote culture of appreciation and appropriate use within the organization.
- Prepare spend analysis and review with key global and country stakeholders to influence program trends, as appropriate.
- Support stakeholders on reporting needs and analytics, including enhancing dashboards and data visualization.
- Monitor program trends to identify opportunities for process improvement, driving enhancements in employee experience and program efficiency.
- Collaborate with IT to test new platform features and monitor platform performance to proactively troubleshoot and resolve issues through collaboration with vendors and technical teams. technology-driven solutions to optimize program operations and improve efficiency.
- Ensure the accuracy and integrity of financial reports related to the program in line with program 's financial governance setup. Collaboration with vendors and local SMEs to resolve any exceptions.

Minimum Requirements

- Bachelor/Master's Degree in a related field, System or HR background preferred.
- 3+ years of P&O experience
- Strong exposure to cloud based HCM platforms or Rewards tools with exposure to Payroll and Finance processes
- Previous experience in working with global stakeholders cooperating with different GPOs/ stakeholders. Demonstrated ability in trouble shooting and passion for learning.

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: Read our handbook to learn about all the ways we ' ll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

部门

People & Organization

Business Unit

Human Resources

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

[Apply to Job](#)

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.



Job ID
REQ-10062961

Specialist Global Recognition

[Apply to Job](#)

Source URL:

<https://prod1.novartis.com.cn/careers/career-search/job/details/req-10062961-specialist-global-recognition>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://www.novartis.com/careers/benefits-rewards>
3. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Hyderabad-Office/Specialist-Global-RecognitionREQ-10062961>
4. <mailto:diversityandincl.india@novartis.com>
5. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Hyderabad-Office/Specialist-Global-RecognitionREQ-10062961>