

## Benefits Expert

Job ID  
REQ-10066799

1月 27, 2026

India

### 摘要

Administer the assigned countries' day-to-day benefits administration activities and processes, focusing on customer support, vendor operations relationships and process improvement.

### About the Role

Major accountabilities:

- Administer various benefits programs – retirement plans, insured benefits, perks, and allowances in line with the SOPs and process maps.
- Meet established service level agreements of timelines and quality of work.
- Resolves employee queries by interpreting benefit policies and procedures using the Benefits technology platforms.
- Carry out invoice reconciliation and ensure accurate invoices are paid to the benefits vendors in time by collaborating with the P2P team.

- Prepare periodic reports to local authorities related to benefits plans, especially on pension and disability plans, where required.
- Prepares vendor and payroll reports by collecting, analyzing, and summarizing information from HCM and Benefit systems. Collaborate with country rewards and P&O PP on content management on benefits technology platforms and ONS knowledge articles
- Work closely with P&O services and benefits vendors on the day-to-day administration of the programs and to address employee queries.
- Monitors benefit utilization by preparing and distributing benefit reports to internal stakeholders.
- Conduct benefits data review, data conversion load and discrepancy resolution. Work with a continuous improvement mindset and give ideas to the Benefits Manager/Cluster Benefits lead for process improvement.
- Report operational improvements on the Benefits technology platform to the Benefits Manager/Cluster Benefits lead and provide requirements to the Benefits technology vendor.

Minimum Requirements:

Work Experience:

- Any bachelor ' s degree or equivalent work experience
- Languages: Fluent in English or local languages: Oral & writing
- Intermediate level understanding of benefit plans.
- Beginner-level understanding of logical, rules-based software systems
- Good experience in local Benefits Administration or related admin operational processes.

Skills Desired

Compensation & Benefits, Compensations Management (Employees), Employee Onboarding, HRIS (Human Resource Management System), Hr Operations (Hr Ops), HR Service Delivery, Human Resource Management System, Human Resources (HR), Human Resources Management, Job Evaluation, Microsoft Word, Payroll, Private Equity, Retirement Planning, Reward Program, Sdm, Stakeholder Engagement, Talent Acquisition

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## 部门 People & Organization

## Business Unit Human Resources

地点  
India

Company / Legal Entity  
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

## Functional Area Human Resources

Job Type  
Full time

Employment Type  
Regular

## Shift Work No

```
enable transcript. expandMode: "over", // Default: alongside; ( ' alongside', ' hidden ' , ' over ' )
expandOnFirstPlay: false, showTime: true, downloadDisabled: false, printDisabled: false, disable:
true } }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false },
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; config.plugins.preventSeek = { preventSeekForward:
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config.plugins['playkit-js-info'] = { disable: true }; config.plugins.share = { disable: true };
config.ui.uiComponents = []; config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
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false, playlistEvents: false, castEvents: false } };
```

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try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof
kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other
media. kalturaPlayer.loadMedia({entryId: "1_dgfvmafo"}); setTimeout(() => {
setupAutoPause(kalturaPlayerVideos); }, 500); function setupAutoPause(players) {
players.forEach((currentPlayer) => { currentPlayer.addEventListener('play', () => {
players.forEach((otherPlayer) => { if (otherPlayer !== currentPlayer && typeof otherPlayer.pause ===
'function') { otherPlayer.pause(); } }); }); });
} catch (e) { console.error(e.message) }
```



# VIDEO

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## Accessibility and accommodation

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