

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

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 \(PDF 30 MB\)](#)

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

```
function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer69823a9bac458568220080"); var mediaContainer =
mediaElement.closest('.nc-kaltura-media'); var originalWidth = "1200px"; var originalHeight = "674px";
var originalWidthValue = parseFloat(originalWidth); var originalHeightValue =
parseFloat(originalHeight); var mediaType = "video"; var isResponsive = false; // Get computed styles
of the container element. var parentStyles = window.getComputedStyle(mediaContainer); var
finalWidth = parseFloat(parentStyles.width); if (finalWidth < originalWidthValue) {
var config = { targetId:
"kalturaplayer69823a9bac458568220080", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false,
allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: { download: {
disable: true }, "playkit-js-transcript":{ position: "right", // Default: bottom;( ' left ' , ' right', ' top ' , 'bottom ' ) to
```

```

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:
false, preventSeek: false }; config.plugins.floating = { disable: true }; config.plugins.navigation = {
position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; config.plugins['playkit-
js-hotspots'] = { disable: true }; config.plugins['playkit-js-moderation'] = { disable: true };
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 = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } };

```

```

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: "1dgfvmafo"}); 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

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 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.

Job ID
REQ-10066799

Benefits Expert

[Apply to Job](#)



Job ID
REQ-10066799

Benefits Expert

[Apply to Job](#)

Source URL:

<https://prod1.novartis.com.cn/careers/career-search/job/details/req-10066799-benefits-expert>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf>
3. <mailto:diversityandincl.india@novartis.com>
4. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Hyderabad-Office/Benefits-ExpertREQ-10066799-1>
5. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Hyderabad-Office/Benefits-ExpertREQ-10066799-1>