

Payroll Services Expert

Job ID
REQ-10074694
апр 16, 2026
Индия

Сводка

Support the development and continuous improvement of payroll processes, principles, and guidelines by coordinating data analysis and evaluation to enable effective implementation and ongoing maintenance of in-scope services.

About the Role

Key Requirements:

- Support the team in translating Payroll strategic objectives into operational execution and measurable outcomes.
- Reconcile payroll data across systems, identify discrepancies, document findings, and maintain control and audit processes.
- Provide guidance and practical support to implement payroll processes and standards across services, operations, and continuous improvement; deliver consulting and training to customers and users.
- Manage standard payroll service requests by answering questions, resolving issues when possible, and coordinating with next-level support or subject-matter experts for complex cases.
- Track and monitor service requests and troubleshooting activities; analyze error messages and user inquiries to determine root causes and next steps.
- Support the evaluation of payroll services and processes in scope, including performance, compliance, and improvement opportunities.
- Contribute to payroll services projects at country or business unit level, supporting planning, execution, and delivery.

Essential Requirements:

- 3-4 years proven experience in Payroll, HR, Rewards or similar
- Working knowledge with Payroll or SAP Systems – ADP is highly preferred, but not mandatory.
- University degree

Desirable requirements:

- Customer focused solutions, Proactive thinking and Problem solving
- Proficiency in Excel

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Дивизион
People & Organization
Business Unit
Human Resources
Место
Индия
Сайт
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Управление персоналом
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.

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