

Rewards Process Specialist

Job ID
REQ-10085841
авг 18, 2026
Индия
Available in: English

Сводка

#LI-Hybrid

Location: Hyderabad, India

Relocation Support: This role is based in Hyderabad, India. Novartis is unable to offer relocation support: please only apply if accessible.

In this role, you will provide high-level expert support and consultation to the business, working closely with Rewards Excellence Business Partners, Country Rewards, and the Rewards Center of Excellence while serving as the key link to PTDI support. You will collaborate with the PTDI team to propose necessary system change requirements and operate within a highly complex, cross-divisional, and international environment. In addition, you will support the development of P&O processes, principles, and guidelines for multiple client groups globally, while coordinating data analysis, evaluation, implementation, maintenance, and continuous improvement of processes and services within scope.

About the Role

Key Responsibilities:

- Manage compensation administration processes and Workday Advanced Compensation functionalities, ensuring efficiency, accuracy, excellent customer service, and effective stakeholder collaboration across organizational levels.
- Provide administrative support for annual compensation cycles across assigned countries during pre-go-live, go-live, and post-go-live phases.
- Conduct user acceptance testing (UAT), prepare the Workday compensation tool for go-live, and perform data validation checks in line with global timelines.
- Execute communications related to the Workday compensation tool and deliver ongoing training to stakeholders.
- Build and maintain strong partnerships with Rewards Excellence, Rewards CoE, In-Country Rewards, P&O Business Partners, People Partners, and PTDI teams to understand business needs and address challenges.
- Propose and evaluate enhancements to the Workday compensation system in collaboration with PTDI and other stakeholders to improve future compensation cycles.
- Assess the impact and potential risks of change requests related to the Workday compensation tool and provide recommendations accordingly.

Essential Requirements

- University degree
- Knowledge of Workday, particularly compensation-related functionalities.
- 2-3 years of experience in Human Resources, Rewards or Compensation.
- Strong verbal and written communication skills in English.
- Advanced proficiency in PowerPoint and other Microsoft Office applications.
- Good stakeholder management skills

Desirable Requirements

- Minimum 1 year of experience managing compensation administration processes across multiple countries and global locations.
- Experience supporting global compensation cycles and collaborating with cross-functional stakeholders in an international environment.

Commitment to Diversity and Inclusion

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.

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 \(PDF 30 MB\)](#)

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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