

Canada Payroll Analyst – Temporary role (6-months)

Job ID
REQ-10086932
сен 17, 2026
Мексика

Сводка

#LI-Hybrid

We are seeking a Payroll Associate to provide temporary coverage for a 6-month maternity leave assignment, supporting Canada Payroll operations.

This role is responsible for managing biweekly payroll activities, including payroll intake, validation, calculations, audits, and payroll close activities. The position also supports employee inquiries related to pay, deductions, banking changes, retroactive adjustments, and payroll corrections while maintaining accurate documentation and compliance with payroll controls.

This is an excellent opportunity for someone looking to gain hands-on experience in a dynamic payroll environment while contributing to the successful delivery of payroll services for the Canada employee population.

About the Role

Key Responsibilities

- Run biweekly payroll for Canada populations: intake, validation, calculation, pre close, close, and confirmation of results.
- Perform controlled employee data maintenance
- Operational handling of statutory withholdings and deductions
- Execute pre payroll audits
- Provide employee support via tickets or email: pay corrections, missing payments, deduction questions, bank changes, retro timing; document root cause and resolution.
- Maintain controls and evidence: payroll checklists, adjustment logs, approvals, and audit support documentation

Essential Requirements

- 1 to 3 years of payroll experience supporting **Canada Payroll**
- Strong English communication skills (written and verbal) to support employees
- Proficient in Microsoft Office, including Outlook and Excel (data validation, basic formulas, and reconciliations).
- Attention to detail with the ability to handle sensitive employee data confidentially and accurately
- Effective time management
- Analytical thinking and problem-solving skills

Desired Requirements

- Experience with SAP and Workday is preferred (payroll processing, reporting, and basic reconciliations)

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 work with and provide 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 tas.mexico@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 tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a tas.mexico@novartis.com y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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>

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People & Organization
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Human Resources
Место
Мексика
Сайт
INSURGENTES
Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Управление персоналом

Job Type

Full time

Employment Type

Regular

Shift Work

No

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