

Payroll Expert

Job ID
REQ-10005729
May 29, 2024
Malaysia

Summary

-To support the development of P&O processes, principles, and guidelines for a small client group, as well as coordinate data analysis and evaluation, in support of the implementation and/or maintenance of processes / services / continuous improvement in scope.

About the Role

Major accountabilities:

- Support the team in the operational conversion of P&O strategic objectives.
- Provide support and specific advice in the implementation of processes and standards for all P&O Services aspects (e.g. services, processes, continuous improvement) and provide consultation and assistance on problems and requests to customers/users through consulting and training -Support the identification and planning of services P&O Services will provide.
- Handle standard service requests, answer questions, resolve problems if possible or support problem resolution by close collaboration with next level support and/or guides -Perform user administration tasks (e.g. access management).
- Track service requests and fixes – analyze error messages and questions -Support periodic cost and efficiency analyses to support productivity objectives -Support personnel cost budgeting process and control.
- Support evaluation of the services / processes / continuous improvement in scope.
- Contribute to P&O Services projects at country or BU level

Key performance indicators:

- P&O Services delivered on time with the right level of quality

Minimum Requirements:

- University level degree and equivalent experience in Finance, Business or any related field.

- **Proficient in English - both written and spoken, excellent**

interpersonal skills.

- **At least 3 years of experience in leading payroll data and ideally gained within a healthcare / pharmaceutical/shared services environment**

- **Optimizing Customer value by co-creating and developing compelling customer focused solutions**

Work Experience:

- Operations Management and Execution.
- Handling and supporting Malaysia statutory submission

Skills:

- Curiosity.
- Data Privacy.
- Employee Experience.
- Employee Onboarding.
- Hr Operations (Hr Ops)
- Human Resources Management.
- Identity And Access Management (Iam).
- Payroll.

Languages :

- English.

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:
<https://talentnetwork.novartis.com/network>

Division

People & Organization

Business Unit

CTS

Location

Malaysia

Site

Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

```
iframe{ width: 100%; margin-top: 3rem; } @media screen and (max-width: 767px){ iframe{ height: 30vh !important; } } @media screen and (min-width: 768px){ iframe{ height: 34vh !important; } }
```

Job ID

REQ-10005729

Payroll Expert

[Apply to Job](#)

Source URL: <https://www.adacap.com/careers/career-search/job/details/req-10005729-payroll-expert>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Selangor/Payroll-Expert_REQ-10005729
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Selangor/Payroll-Expert_REQ-10005729