

# Rewards Process Specialist

Job ID  
REQ-10036576  
Jan 16, 2025  
India

## Summary

Critical role in managing Compensation Administration processes and functionalities. Plays a major role in establishing a positive image by providing excellent customer service and ensuring interaction between diverse stakeholders at different organization levels. Accountable for configuring Compensation tool annual configuration. Conduct UATs, prepare Compensation tool for Go Live, data checks as per agreed Global timelines. Executes Compensation tool relevant communications and continuous training to stakeholders.

## About the Role

### Your responsibilities include, but not limited to:

- Critical role in handling Compensation Administration processes and functionalities. Plays a major role in establishing a positive image of COMP tool in terms of efficiency, accuracy and customer service and ensuring interaction between diverse partners at different organization levels
- Accountable for configuring Compensation tool annual configuration, providing Comp Admin support for countries assigned (during Pre / Post and during GO Live)
- Conduct UATs, prepare Comp tool for Go Live, data checks as per agreed Global timelines.
- Drives COMP tool relevant communications and continuous training to customers.
- Establish good relationships with Rewards Business Partners / HR BPs / Rewards CoE / In Country Rewards / HR IT teams to understand business needs and challenges and act accordingly.
- Proposes and Evaluates required COMP system changes with HR IT teams + other relevant customers for improvement of the tool for next year
- Assesses the impact and potential risks of change requests for the COMP tool in itself and its interactions with HRCORE (SAP)
- Should have worked on managing Compensation Administration process for at least 3+ years for multiple countries / locations (GLOBAL)
- Establish positive relationships with Rewards Business Partners / HR BPs / Rewards CoE / In Country Rewards / HR IT teams to understand business needs and challenges and act accordingly
- Accountable for configuring Compensation tool annual configuration, providing Comp Admin support for countries assigned (during Pre / Post and during GO Live)

### Minimum requirements :

- Graduate / Postgraduate / Engineering / MBA or equivalent from reputed institute
- Should have around 4+ years of experience in Rewards / HR with hands on to Technical skills, highly required Rewards / Compensation Administration background and Knowledge of SAP Tool.
- Knowledge of Workday and ServiceNow.

**Desired Skill:**

- Excellent knowledge of Excel / PowerPoint / MS Office Tools

**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.

**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?

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Division

People & Organization

Business Unit

CTS

Location

India

Site

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

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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](mailto: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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