

# Human Resources Services Senior Expert with Hungarian

Job ID  
REQ-10012506  
Aug. 15, 2024  
Ungarn

## Zusammenfassung

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

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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.

### Key Responsibilities:

- 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 guidance 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 experts -Perform user administration tasks (e.g. access management).
- Track service requests and troubleshoots – 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.
- Perform user administration tasks (e.g. access management).

### Key Requirements:

- Relevant years of experience in Human Resources
- Experience in customer facing roles

- Experience in virtual/remote teams preferred
- Bachelor's Degree, preferable in Human Resources or Business Administration
- Professional level of English & Hungarian
- Experience with Payroll activities, Benefits Management
- Previous experience with SAP

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**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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Abteilung

People & Organization

Business Unit

CTS

Ort

Ungarn

Website

Budapest

Company / Legal Entity

HU02 (FCRS = HU002) Novartis Hungary

Functional Area

Humanressourcen

Job Type

Full time

Employment Type

Regular

Shift Work

No

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