

Payroll Controls Specialist (Temporary 12 months)

Job ID
REQ-10010446
Jul 17, 2024
México

Resumen

To support the development of People & Organization (HR) processes, principles, and guideline for Payroll control processes as well as coordinate data analysis and evaluation, lead audit evidences requirement and support on administrative duties for Payroll.

About the Role

Major accountabilities:

Location: Hybrid. CDMX

- Support in documenting evidence for controls
- Payroll Tickets managing
- Support in uploading bank files for payment
- Run weekly report for Leavers
- Run quarterly report for UAR (GV access)
- Snow ticketing tool administration for payroll access
- Assistance on creation of Reporting for Controls (WRK.10 and WRK.05)
- Follow up on control evidences and action
- Perform audit over evidences delivered

Minimum Requirements:

Work Experience:

- Operations Management and Execution.
- 3 -5 years of experience in Payroll process
- Experience participating in audits

Skills:

- Proficient in Excel
- Action Oriented, Collaborates, Agile learning, Customer focus
- Experience in SAP environment desirable.

Languages :

- Advance English level

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: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

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>

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>

División

People & Organization

Business Unit

CTS

Ubicación

México

Sitio

INSURGENTES

Company / Legal Entity

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

Functional Area

Recursos humanos

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

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 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-10010446

Payroll Controls Specialist (Temporary 12 months)

[Apply to Job](#)

Source URL: <https://www.adacap.com/careers/career-search/job/details/req-10010446-payroll-controls-specialist-temporary-12-months>

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/INSURGENTES/Payroll-Controls-Specialist--Temporary-12-months-_REQ-10010446
4. <mailto:tas.mexico@novartis.com>
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/INSURGENTES/Payroll-Controls-Specialist--Temporary-12-months-_REQ-10010446