

Human Resources Services Senior Expert with Hungarian

Job ID
REQ-10012506
Ago 15, 2024
Ungheria

Sommario

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

About the Role:

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

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>

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>

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>

Divisione
 People & Organization
 Business Unit
 CTS
 Posizione
 Ungheria
 Sito
 Budapest
 Company / Legal Entity
 HU02 (FCRS = HU002) Novartis Hungary
 Functional Area
 Risorse umane
 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-10012506

Human Resources Services Senior Expert with Hungarian

[Apply to Job](#)

Source URL: <https://www.adacap.com/careers/career-search/job/details/req-10012506-human-resources-services-senior-expert-hungarian>

List of links present in page

1. <https://www.novartis.com/careers/benefits-rewards>
2. <https://www.novartis.com/about/strategy/people-and-culture>
3. <https://talentnetwork.novartis.com/network>
4. <https://www.novartis.com/careers/benefits-rewards>
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Budapest/Human-Resources-Services-Senior-Expert-with-Hungarian_REQ-10012506
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Budapest/Human-Resources-Services-Senior-Expert-with-Hungarian_REQ-10012506