

# Payroll Partner

Job ID  
REQ-10015775  
Ago 06, 2024  
Francia

## Sommario

Location: Rueil-Malmaison, France Position description: To participate and manage high quality, centralized, standardized and automated payroll & time operations for the clients and end-users in an outsourced payroll service model. To help manager achieving operational excellence, user experience and integrated end-to-end delivery of P&O processes and systems within Novartis in line with local legal and statutory requirements. Interface between Cluster and Team Payroll Managers and further Payroll/ P&O functions to align on processes and support automation with cross country perspective

## About the Role

### Major accountabilities:

- Ensure the operational conversion of the P&O Services and P&O strategic goals within a dedicated client group.
- Coordinate and support processes and standards for all P&O Services aspects (e.g. services, processes, continuous improvement) in close cooperation with the respective Practice Networks and IT as required - Manage the delivery of services and processes to customers/users and conduct assessments of processes to identify areas of improvement and define solutions that deliver business value.
- Contract and set expectations with Unit P&O / others as relevant on what services P&O Services will provide and ensure that roles and responsibilities for processes end-to-end are clearly defined and understood.
- Support periodic cost and efficiency analyses to support productivity objectives.
- Deliver and present key data to supervisor and provide advice and support in data analysis and evaluation -Provide support for coaching the organization on P&O processes related to P&O Services, e.g. global standards, efficiency, ESS/MSS.
- Support / participate in budget planning discussions, SLA process.
- Supervise the performance of the operations.
- Participate in, or lead P&O Services Projects at country or BU level.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

### Minimum Requirements:

- University degree or similar education
- France Payroll relevant diploma/certificate
- Fluent English / French knowledge in writing and speaking
- Several years of relevant experience (coordinate payroll and process management)
- In-depth HR/SAP system expertise
- Collaborating across boundaries

### **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>

### **Commitment to Diversity & Inclusion:**

*We are committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.*

### **Accessibility and accommodation:**

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in any order to receive more detailed information about essential functions of a position, please send an e-mail to [inclusion.france@novartis.com](mailto:inclusion.france@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

**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

Francia

Sito

Paris Headquarter (Novartis Pharma S.A.S.)

Company / Legal Entity

FR12 (FCRS = FR012) Novartis Pharma S.A.S.

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-10015775

## Payroll Partner

[Apply to Job](#)

---

**Source URL:** <https://www.adacap.com/careers/career-search/job/details/req-10015775-payroll-partner>

### List of links present in page

1. <https://www.novartis.com/careers/benefits-rewards>
2. <mailto:inclusion.switzerland@novartis.com>
3. <https://www.novartis.com/about/strategy/people-and-culture>
4. <https://talentnetwork.novartis.com/network>
5. <https://www.novartis.com/careers/benefits-rewards>
6. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Paris-Headquarter-Novartis-Pharma-SAS/Payroll-Partner\\_REQ-10015775-1](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Paris-Headquarter-Novartis-Pharma-SAS/Payroll-Partner_REQ-10015775-1)
7. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Paris-Headquarter-Novartis-Pharma-SAS/Payroll-Partner\\_REQ-10015775-1](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Paris-Headquarter-Novartis-Pharma-SAS/Payroll-Partner_REQ-10015775-1)