

# Payroll Services Expert - US (Temporary role - 6 Months)

Job ID  
REQ-10038975  
Feb 04, 2025  
Messico

## Sommario

To support the development of payroll processes, principles, and guidelines, 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

#LI-Hybrid

### Key Responsibilities:

- Support the team in the operational conversion of Payroll strategic objectives.
- Provide support and specific advice in the implementation of processes and standards for all payroll Services aspects (e.g. services, processes, continuous improvement) and provide guidance and assistance on problems and requests to customers/users through consulting and training
- Handle payroll standard service requests, answer questions, resolve problems if possible or support problem resolution by close collaboration with next level support and/or experts.
- Track service requests and troubleshoots – analyze error messages and questions.
- Support evaluation of the services / processes / continuous improvement in scope.
- Contribute to payroll Services projects at country or Business Unit.

### Essential Requirements:

- University degree.
- Proficient in English and Spanish (written & spoken).
- 3-4 years proven experience in Payroll
- Working knowledge with Payroll Systems – ADP is highly preferred, but no mandatory.
- Working knowledge of federal and state regulations/taxes.
- Customer focused solutions, Proactive thinking and Problem solving.

### Desirable Requirements:

- Work experience in Payroll for US

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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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Divisione

People & Organization

Business Unit

CTS

Posizione

Messico

Sito

INSURGENTES

Company / Legal Entity

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

Functional Area

Risorse umane

Job Type

Full time

Employment Type

Regular

Shift Work

No

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