

# PAYROLL SERVICES SENIOR EXPERT H/F

Job ID  
REQ-10015773  
Juli 22, 2024  
Frankreich

## Summary

Location: Rueil-malmaison, France

Position description:

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

### Major accountabilities:

- Works with in-country stakeholders to deliver successful Payroll Service
- Responsible for the country payroll processes and ensure the accuracy and timeliness to ensure that SLAs are consistently met and high customer satisfaction.
- Ensure compliance is in line with Data Privacy and Protection guidelines and other relevant country specific legislation.
- Reviews and assesses payroll run processes and recommends process improvements
- Close collaboration with Finance department (Financial reports, accruals, etc.)
- Attend to standard service requests, answer payroll related inquiries, resolve problems if possible or support problem resolution by close collaboration with next level support and/or experts
- Raises any/all identified risks and proposes solutions to ensure a smooth payroll service is delivered
- Provide payroll reports for various stakeholders
- Works with Project Managers, Business Owners, Service Owners, Managed Vendor Partners, Operations teams and 3rd parties on various projects
- And any other tasks requested by manager

### Minimum Requirements:

- Bachelor/Master degree in HR/Business Management or related field preferred
- Excellent French spoken and written
- Excellent English spoken and written
- Several years of relevant payroll experience
- Experience in SAP/Workday system and process expertise in a given process scope.
- Vendor Management

### 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>

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Division

People & Organization

Business Unit

CTS

Standort

Frankreich

Site

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

Company / Legal Entity

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

Functional Area

Humanressourcen

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

**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>

## **EEO Statement :**

Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.

Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.

Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.

REQ-10015773

## **PAYROLL SERVICES SENIOR EXPERT H/F**

[Apply to Job](#)

---

**Source URL:** <https://qa1.novartis.de/de-de/careers/career-search/job/details/req-10015773-payroll-services-senior-expert-hf>

### **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://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Paris-Headquarter-Novartis-Pharma-SAS/PAYROLL-SERVICES-SENIOR-EXPERT-H-F\\_REQ-10015773](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Paris-Headquarter-Novartis-Pharma-SAS/PAYROLL-SERVICES-SENIOR-EXPERT-H-F_REQ-10015773)
6. <https://talentnetwork.novartis.com/network>
7. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Paris-Headquarter-Novartis-Pharma-SAS/PAYROLL-SERVICES-SENIOR-EXPERT-H-F\\_REQ-10015773](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Paris-Headquarter-Novartis-Pharma-SAS/PAYROLL-SERVICES-SENIOR-EXPERT-H-F_REQ-10015773)