

# PAYROLL SERVICES SENIOR EXPERT H/F

Job ID  
REQ-10015773  
Jul 22, 2024  
France

## 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 inquires, 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>

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<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

Location

France

Site

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

Company / Legal Entity

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

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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