

Benefit Admin Manager with German

Job ID
REQ-10016104
Jul 23, 2024
Czech Republic

Summary

Manage the day-to-day benefits administration for the assigned countries, focusing on customer support, vendor operations relationships, process improvement and people management of the assigned benefits admin experts.

About the Role

About the role:

Manage the day-to-day benefits administration for the assigned countries, focusing on customer support, vendor operations relationships, process improvement and people management of the assigned benefits admin experts.

Key Responsibilities:

- Manage the team of benefits admin experts and their performance on day-to-day operational activities.
- Work closely with country P&O PP, regional and local Rewards resources, brokers, benefits vendors and Benify (benefits admin platform) to ensure that the day-to-day administration of the programs is operating efficiently.
- Act as a 1st-level escalation point to employees, country P&O, and payroll teams.
- Train the benefits administration experts on benefits SOPs, processes, benefits technology, etc.
- Act as an SME on the Benify platform and point of contact for Benefits admin experts for technical system queries.
- SPOC for Benify IT team on day-to-day reporting and system-related issues.
- Recognizes and articulates the need for process documentation updates and process improvements.
- Prepares and improves process maps with the help of a benefits admin specialist.
- Acts as a deputy and 2nd line of control to the Service delivery lead.

Key Requirements:

- Bachelor's degree in operations, accounting or equivalent work experience
- Fluent in English and German: Oral & writing

- Good understanding of benefit plans.
- People management experience
- Good understanding of logical, rules-based software systems
- Experience in Payroll and HR admin operational processes.

You'll receive: (Applicable for Prague)

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation Allowance; MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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>

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.switzerland@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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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

Czech Republic

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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