

Payroll Partner

Job ID
REQ-10015775
Aug 06, 2024
France

Summary

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 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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