

Hire to Retire Services Expert

Job ID
REQ-10038146

2月 05, 2025

Malaysia

摘要

-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:

- Support the team in the operational conversion of P&O strategic objectives.
- Provide support and specific advice in the implementation of processes and standards for all P&O Services aspects (e.g. services, processes, continuous improvement) and provide guidance and assistance on problems and requests to customers/users through consulting and training -Support the identification and planning of services P&O Services will provide.
- Handle standard service requests, answer questions, resolve problems if possible or support

problem resolution by close collaboration with next level support and/or experts -Perform user administration tasks (e.g. access management).

- Track service requests and troubleshoots analyze error messages and questions -Support periodic cost and efficiency analyses to support productivity objectives -Support personnel cost budgeting process and control.
- Support evaluation of the services / processes / continuous improvement in scope.
- Contribute to P&O Services projects at country or BU level

Key performance indicators:

P&O Services delivered on time with the right level of quality

Minimum Requirements:

- Bachelor's degree in HR/Business Administration or related field
- Minimum 2 years 'experience in HR Services (or similar service providing organizations)
- 1+ years 'experience with SAP, WorkDay, Success Factors or other Workforce Systems
- Experience with ticketing management systems
- Work experience in virtual/remote teams is a plus
- Proficiency in use of Microsoft Office; advanced Excel skills is an advance

Languages:

Proficiency in English & Mandarin, spoken and written (to support the respective country)

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部门

People & Organization

Business Unit Universal Hierarchy Node

地点 Malaysia

站点 Selangor

Company / Legal Entity MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area Human Resources

Job Type Full time

Employment Type Regular
Shift Work No
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- 2. https://www.novartis.com/careers/benefits-rewards
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