

Benefits Manager

Job ID
REQ-10046893

4月 28, 2025

India

摘要

Manage, administer, and review local benefits programs within the assigned countries in close coordination with local stakeholders (P&O PP, Rewards, P&O Services, Procurement, TAS, etc.) aligned with the country organization ' s strategic objectives.

About the Role

Major Accountabilities

- Review and analyze the local benefit programs as necessary to ensure they are efficient, market competitive, attractive to employees, compliant with local regulatory requirements, and aligned with global benefit principles.
- Responsible for participating in local benefits survey and data submission. Analyse survey results, benchmark local benefits against the market data, and share findings with local stakeholders.

- Manage benefit policy/program renewals, vendor changes, and new program expansions with the support of the cluster benefits lead, local brokers, and procurement to leverage Novartis' global/regional purchasing power.
- Manage the global benefits database for the respective country's benefits plans.
- Support local & global stakeholders in local benefit projects, i.e. new benefits implementation, global rollouts, M&A, etc.
- Support local P&O in ERG discussions to gather feedback on employee benefits programs.
- Submit changes or new benefit proposals for review/information to cluster benefits lead according to the benefits governance framework.
- Prepare periodical reports required for legislative bodies, external vendors, unions, payroll, etc.
- Develop and deliver training and consulting to the country organization on any benefits-related programs & processes.
- Manage the benefits admin experts on day-to-day operational activities and their performance.
- Act as a 1st-level escalation point to employees, country P&O head, and PS&S teams.
- Work closely with P&O PP and external benefits vendors to ensure that the day-to-day administration of the programs is operating efficiently.
- Train the admin experts on benefits SOPs, processes, benefits technology, etc.
- Prepares or reviews process maps with the help of Benefits experts.
- Thrive for process improvements and initiate related projects.
- Acts as a deputy and 2nd line of control to the cluster benefits lead.

Minimum Requirements

- University degree, preferable in economics, mathematics, accounting or equivalent experience
- Fluent in English or local language: Oral & writing
- Minimum 5 years ' experience in management & administration of benefit plans
- People management experience
- Good understanding of logical, rules-based software systems
- Attention to detail and process oriented.

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部门
People & Organization

Business Unit
Universal Hierarchy Node

地点
India

站点
Hyderabad (Office)

Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area
Human Resources

Job Type
Full time

Employment Type
Regular

Shift Work
No

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