

## Payroll Expert

Job ID  
REQ-10061610

9月 17, 2025

India

### 摘要

#LI-Hybrid  
Location: Hyderabad, India

Step into a role where your expertise in payroll processes drives meaningful impact. As a Payroll Expert, you 'll support the development of principles and guidelines that shape how we operate, while coordinating data analysis and evaluation to enhance service delivery. Your contributions will help implement and continuously improve payroll systems that support our people across India and APAC countries like Australia, New Zealand, and the Philippines.

### About the Role

### Key Responsibilities

- Support operational execution of payroll strategic objectives across teams and regions

- Implement payroll processes and standards with guidance and training for users
- Respond to payroll service requests and resolve issues or escalate as needed
- Track and troubleshoot service errors, analyzing messages and user queries
- Evaluate payroll services and contribute to continuous improvement initiatives
- Collaborate on payroll-related projects at country or business unit level
- Provide expert advice on payroll systems, compliance, and customer-focused solutions

## Essential Requirements

- Bachelor ' s degree or equivalent education and experience
- Proficiency in written and spoken English
- 3-4 years of proven experience in payroll operations for India and APAC countries like Australia, New Zealand, and the Philippines
- Familiarity with payroll systems; ADP experience preferred
- Knowledge of country-specific payroll regulations and tax compliance
- Strong customer focus with proactive problem-solving skills

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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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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.



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