

HR Specialist (Exit of employees) Temporary role 12 months

Job ID
REQ-10062064

9月 12, 2025

Mexico

摘要

To handle and coordinate all administrative P&O Services processes related to the exit of employees (voluntary and involuntary exit), principles and guidelines for a small client group

#Hybrid
Location: M é xico, CDMX

About the Role

Key Responsibilities:

- Provide administrative support to the implementation of processes and standards for all People & Organization (HR) Services aspects (e.g. services, processes, continuous improvement) and follow up inquiries on problems and requests from customers/users for the termination process.
- Attend to standard service requests, answer questions, resolve problems if possible or support problem resolution by close collaboration with next level support and/or experts related to termination process.
- Perform user administration tasks (e.g. access management) -Assist in tracking service requests and troubleshoots - support the analysis of error messages and questions.
- Perform administrative tasks to facilitate the delivery and presentation of key data to supervisors.
- Prepare reports on the evaluation of services and processes.
- Provide assistance to People & Organization (HR) Services projects at country or BU level.

Essential Requirements:

- Work Experience: Minimum of one year in HR roles within a share services environment
- Skills: Optimizing Customer value by co-creating and developing compelling. Managing diversity. Problem solving, Proactive thinking, Customer focused solutions, Collaboration, Curiosity, Customer Care, Data Privacy, Learning agility.
- Languages : Fluent in Spanish and English.

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.

Why consider 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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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>

部门
People & Organization

Business Unit
Universal Hierarchy Node

地点
Mexico

站点
INSURGENTES

Company / Legal Entity
MX06 (FCRS = MX006) Novartis Farmac é utica S.A. de C.V.

Functional Area
Human Resources

Job Type
Full time

Employment Type
Regular

Shift Work
No

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