

Specialist Global Recognition

Job ID
REQ-10062961

9月 25, 2025

India

摘要

The main objective of this role is to support the operational execution, reporting, and continuous improvement of Novartis' Global Recognition Program - Spark. The role requires strong functional and technical expertise to ensure the seamless operation of the platform within the recognition framework. The Specialist will collaborate closely with global and regional stakeholders, vendors, and IT teams, playing a vital role in fostering a culture of Recognition

About the Role

Major Accountabilities:

- Act as the main point of contact with internal stakeholders and recognition vendor, ensuring program alignment with Novartis' objectives while providing operational guidance and exceptional support to Novartis associates.
- Collaborate with the Global Program Lead and Country SPOCs to manage change initiatives,

adapting processes and guidelines to meet evolving organization and program needs.

- Create program SOPs/educational materials and keep them up to date. Identify targeted training needs and support communication strategies in collaboration with key stakeholders to promote culture of appreciation and appropriate use within the organization.
- Prepare spend analysis and review with key global and country stakeholders to influence program trends, as appropriate.
- Support stakeholders on reporting needs and analytics, including enhancing dashboards and data visualization.
- Monitor program trends to identify opportunities for process improvement, driving enhancements in employee experience and program efficiency.
- Collaborate with IT to test new platform features and monitor platform performance to proactively troubleshoot and resolve issues through collaboration with vendors and technical teams. technology-driven solutions to optimize program operations and improve efficiency.
- Ensure the accuracy and integrity of financial reports related to the program in line with program 's financial governance setup. Collaboration with vendors and local SMEs to resolve any exceptions.

Minimum Requirements

- Bachelor/Master's Degree in a related field, System or HR background preferred.
- 3+ years of P&O experience
- Strong exposure to cloud based HCM platforms or Rewards tools with exposure to Payroll and Finance processes
- Previous experience in working with global stakeholders cooperating with different GPOs/ stakeholders. Demonstrated ability in trouble shooting and passion for learning.

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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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