

Specialist

Job ID
REQ-10066459

11月 14, 2025

India

摘要

-Support the respective function through project managing the design and delivery of high-quality and impactful support throughout the organization. Provide project management and administrative in support of various programs

About the Role

Location - Hyderabad #LI Hybrid

Key Accountability

- Review and audit expense reports submitted via Concur within defined timelines
- Communicate with sales teams to clarify inaccurate or incomplete expense entries. Document new processes and update existing ones as needed

- Prepare clear audit findings and communicate them to employees and managers
- Identify and escalate application issues to management promptly
- Extract and allocate reports for team review and tracking. Respond to audit-related inquiries within turnaround time (TAT)
- Participate in special projects and support ad hoc compliance tasks
- Maintain effective communication with internal stakeholders and clients
- Contribute to a culture of compliance, accuracy, and continuous improvement

Essential Requirements

- 1 to 4 years of professional experience in a compliance or audit-related role
- Familiarity with SAP Concur or similar expense management tools
- Strong written and verbal communication skills in English
- Proficiency in Microsoft Excel, BI Reporting for data handling and reporting
- Ability to write professional emails and communicate findings clearly
- Experience coordinating with internal teams and external stakeholders
- Strong attention to detail and ability to meet deadlines
- Willingness to learn and adapt in a dynamic, team-oriented environment

Desirable Requirements

- Knowledge of US compliance regulations

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部门
US

Business Unit
General Management

地点
India

站点
Hyderabad (Office)

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

Functional Area
Legal & Intellectual Property & Compl.

Job Type
Full time

Employment Type
Regular

Shift Work
No

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