

## Payroll Services Senior Expert (Turkish Speaker)

Job ID  
REQ-10072418

5月 21, 2026

Egypt

### 摘要

#LI-Hybrid  
Location: Cairo, Egypt

To manage payroll operations for META countries, coordinating with external vendors like (payroll, tax, banks, etc.). Ensure compliance with local regulations, perform data analysis, and support continuous improvement initiatives.

### About the Role

Major accountabilities:

- Manage payroll operations, ensuring timely and accurate processing for a small client group.
- Coordinate with external payroll vendors, tax vendors, and banks to ensure seamless payroll integration and compliance.

- Ensure adherence to local payroll regulations and tax laws, staying updated on any changes.
- Provide support and specific advice on payroll processes and standards, including continuous improvement initiatives.
- Handle standard service requests, answer questions, and resolve issues, collaborating with next-level support and experts as needed.
- Perform data analysis to support payroll processes, productivity objectives, and cost efficiency.
- Maintain accurate payroll records and documentation, ensuring data integrity and confidentiality.
- Support the evaluation and continuous improvement of payroll services and processes, contributing to payroll-related projects and initiatives.

#### Minimum Requirements:

- At least 5+ years in HR function
- Payroll experience is preferable
- Proficiency in Excel and an Accounting education background are preferred.
- Experience with Workday is added advantage
- Language: English and Arabic

#### Desirable Requirements:

- Language : Turkish

#### Commitment to Diversity and Inclusion:

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

Novartis is a proud member of the [ILO Global Business and Disability Network](#) and the [Valuable 500](#), promoting the inclusion of people with disabilities in workplaces around the world. We also collaborate with international partners, such as [Disability:IN](#), [Purple Space](#), and [Business Disability Forum](#) to identify and develop best practice solutions to enable people with disabilities to participate as equal members of our organization.

Why 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>

Benefits and Rewards: Learn about all the ways we ' ll help you thrive personally and professionally.  
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部门  
People & Organization

Business Unit  
Human Resources

地点  
Egypt

站点  
New Cairo

Company / Legal Entity  
EG02 (FCRS = EG002) Novartis Pharma S.A.E

Functional Area  
Human Resources

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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sources: { options: {}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true,
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components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] }; // Check and add plugins only if they exist if
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(KalturaPlayer.plugins["transcript"]) { config.plugins["playkit-js-transcript"] = { position: "right", //
Default: bottom;('left', 'right', 'top', 'bottom') to enable transcript. expandMode: "over", // Default:
alongside;('alongside', 'hidden', 'over') expandOnFirstPlay: false, showTime: true, downloadDisabled:
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config.plugins.floating = { disable: true }; if (KalturaPlayer.plugins["navigation"]) {
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(KalturaPlayer.plugins["info"]) { config.plugins["playkit-js-info"] = { disable: true }; } if
(KalturaPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents =
[]; if (KalturaPlayer.plugins["googleAnalytics"]) { config.plugins.googleTagManager = { };
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config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } }; }
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kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
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media. kalturaPlayer.loadMedia({entryId: "1_dgfvmafo"}); } catch (e) { console.error(e.message) }
```

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