NOVARTIS

Payroll Services Senior Expert

Job ID
REQ-10091738

十一月 11, 2026

Egypt

摘要

#LI-Hybrid

Location: Cairo, Egypt
Relocation Support: This role is based in Cairo, Egypt. Novartis is unable to offer relocation support: please only apply if accessible.

In this role, you will manage end-to-end payroll operations coordinating with external payroll, tax and banking providers to ensure accurate, timely and compliant payroll delivery. You will ensure adherence to local regulations, analyze payroll data, resolve operational issues and contribute to continuous improvement initiatives.

The role may support either UAE/Gulf payroll (UAE, Qatar, Kuwait, Oman and Bahrain), where English is essential and Arabic is an advantage, or Sub-Saharan Africa payroll, where French language skills are required. We are open to candidates with strong payroll experience and will align the successful candidate to the most suitable region based on their experience and language capabilities.

About the Role

Key Responsibilities

- 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.

Essential Requirements

- At least 5 years of experience in HR function
- Min. **2 years of hands-on payroll experience**
- Proficiency in **Excel** and an Accounting education background are preferred.
- Strong **communication and stakeholder management skills**
- Experience with Workday is added advantage
- Languages: **English** and Arabic/French

Desirable Requirements

- Experience working in a **multinational/shared services environment** or with external payroll providers.
- Familiarity with **AI/digital tools and automation** to support payroll analysis, efficiency and continuous improvement.

Commitment to Diversity & 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. Read our handbook (PDF 30 MB)

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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