

Payroll Expert

Job ID
REQ-10061610
май 29, 2026
Индия

Сводка

#LI-Hybrid
Location: Hyderabad, India

Step into a role where your expertise in payroll processes drives meaningful impact. As a Payroll Expert, you'll support the development of principles and guidelines that shape how we operate, while coordinating data analysis and evaluation to enhance service delivery. Your contributions will help implement and continuously improve payroll systems that support our people across India and APAC countries like Australia, New Zealand, and the Philippines.

About the Role

Key Responsibilities

- Support operational execution of payroll strategic objectives across teams and regions
- Implement payroll processes and standards with guidance and training for users
- Respond to payroll service requests and resolve issues or escalate as needed
- Track and troubleshoot service errors, analyzing messages and user queries
- Evaluate payroll services and contribute to continuous improvement initiatives
- Collaborate on payroll-related projects at country or business unit level
- Provide expert advice on payroll systems, compliance, and customer-focused solutions

Essential Requirements:

- Minimum 3–4 years of payroll operations experience specifically for India and APAC countries (e.g., Australia, New Zealand, Philippines).
- Bachelor's degree in Finance, Accounting, Business, or a related field (or 6 years of equivalent professional experience).
- Professional fluency in written and spoken English.
- Direct knowledge of country-specific payroll regulations and tax compliance for the APAC region.

Desirable Requirements:

- Hands-on experience with ADP payroll systems.
- Experience troubleshooting service errors and resolving complex payroll queries.
- Strong proactive problem-solving skills in a customer-focused environment.

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Дивизион
People & Organization
Business Unit
Human Resources
Место
Индия
Сайт
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Управление персоналом
Job Type
Full time
Employment Type
Regular
Shift Work
No

Accessibility and accommodation

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