

Payroll Services Senior Expert

Job ID
REQ-10072418
мар 02, 2026
Египет

Сводка

#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. [Read our handbook \(PDF 30 MB\)](#)

Дивизион
People & Organization
Business Unit
Human Resources
Место
Египет
Сайт
New Cairo
Company / Legal Entity
EG02 (FCRS = EG002) Novartis Pharma S.A.E
Functional Area
Управление персоналом
Job Type
Full time
Employment Type
Regular
Shift Work
No

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List of links present in page

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