

# Payroll Services Expert

Job ID  
REQ-10077755  
май 19, 2026  
Мексика

## Сводка

#LI-Hybrid  
Location: Mexico City, Mexico

This role is based in Mexico City, Mexico. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

In this role, you will support the development of Payroll and People & Organization (P&O) processes, principles, and guidelines, while coordinating data analysis and evaluation to enable effective implementation, maintenance, and continuous improvement of Payroll processes and services.

## About the Role

### Key Responsibilities:

- Support evaluation and continuous improvement of Payroll processes and services
- Contribute to People & Organization (P&O) and Payroll Services projects
- Prepare and report monthly payroll payments and annual or statutory processes
- Calculate and review termination processes
- Manage payroll vendor updates and ensure timely follow-up
- Reconcile payroll, social security, and tax accounts, including issue resolution
- Prepare compliance controls and deliver regular reports to stakeholders
- Handle employee payroll queries and provide guidance on payroll-related matters

### Essential Requirements

- Bachelor's degree in Business Administration, Accounting, Engineering, or a related field
- 5 years of experience in payroll, social security, taxes, or audit; understanding local market (Mexico)
- Strong problem-solving skills and proactive mindset
- Customer-focused approach with ability to deliver effective solutions
- Collaboration skills with the ability to work in diverse environments
- Advanced / Fluent English proficiency

### Desirable Requirements

- Experience with Workday and/or SAP
- Advanced Excel

### 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.

### Accessibility and Accommodation:

Novartis is committed to work with and provide reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [tas.mexico@novartis.com](mailto:tas.mexico@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a [tas.mexico@novartis.com](mailto:tas.mexico@novartis.com) y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

**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  
Мексика  
Сайт  
INSURGENTES  
Company / Legal Entity  
MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area  
Управление персоналом  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No

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