

Payroll Services Expert

Job ID
REQ-10077755
май 20, 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 including strong understanding of the Latin American region
- 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 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 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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