

Benefits Expert

Job ID
REQ-10040854
März 09, 2025
Indien

Summary

Administer the assigned countries' day-to-day benefits administration activities and processes, focusing on customer support, vendor operations relationships and process improvement.

About the Role

Major accountabilities:

- Administer various benefits programs – retirement plans, insured benefits, perks, and allowances in line with the SOPs and process maps.
- Meet established service level agreements of timelines and quality of work.
- Resolves employee queries by interpreting benefit policies and procedures using the Benefits technology platforms.
- Carry out invoice reconciliation and ensure accurate invoices are paid to the benefits vendors in time by collaborating with the P2P team.
- Prepare periodic reports to local authorities related to benefits plans, especially on pension and disability plans, where required.
- Prepares vendor and payroll reports by collecting, analyzing, and summarizing information from HCM and Benefit systems. Collaborate with country rewards and P&O PP on content management on benefits technology platforms and ONS knowledge articles
- Work closely with P&O services and benefits vendors on the day-to-day administration of the programs and to address employee queries.
- Monitors benefit utilization by preparing and distributing benefit reports to internal stakeholders.
- Conduct benefits data review, data conversion load and discrepancy resolution. Work with a continuous improvement mindset and give ideas to the Benefits Manager/Cluster Benefits lead for process improvement.
- Report operational improvements on the Benefits technology platform to the Benefits Manager/Cluster Benefits lead and provide requirements to the Benefits technology vendor.

Minimum Requirements:

Work Experience:

- Any bachelor's degree or equivalent work experience
- Languages: Fluent in English or local languages: Oral & writing
- Intermediate level understanding of benefit plans.
- Beginner-level understanding of logical, rules-based software systems
- Good experience in local Benefits Administration or related admin operational processes.

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

People & Organization

Business Unit

CTS

Standort

Indien

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Humanressourcen

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

Accessibility and accommodation

Novartis is committed to working with and providing 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 diversityandincl.india@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 is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Job ID
REQ-10040854

Benefits Expert

[Apply to Job](#)

Source URL: <https://uat2.novartis.de/careers/career-search/job/details/req-10040854-benefits-expert>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Benefits-Expert_REQ-10040854-2
5. <mailto:diversityandincl.india@novartis.com>
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Benefits-Expert_REQ-10040854-2