

# Payroll Services Senior Expert H/F

Job ID  
REQ-10038212  
Feb 05, 2025  
France

## Summary

Location: Rueil-Malmaison, France #LI-Hybrid

Novartis France is an internationally renowned pharmaceutical company, specializing in the research, development and marketing of innovative medicines. As part of our growing activity, we are looking for a Payroll Services Senior Expert on a permanent basis.

The purpose of the role is to support the development of P&O processes, principles, and guidelines for a small client group, as well as coordinate data analysis and evaluation, in support of the implementation and/or maintenance of processes / services / continuous improvement in scope.

Your responsibilities will be but are not limited to:

## About the Role

- Ensure the operational conversion of the P&O Services and P&O strategic goals within a dedicated client group.
- Coordinate and support processes and standards for all P&O Services aspects (e.g. services, processes, continuous improvement) in close cooperation with the respective Practice Networks and IT as required - Manage the delivery of services and processes to customers/users and conduct assessments of processes to identify areas of improvement and define solutions that deliver business value.
- Contract and set expectations with Unit P&O / others as relevant on what services P&O Services will provide and ensure that roles and responsibilities for processes end-to-end are clearly defined and understood.
- Support periodic cost and efficiency analyses to support productivity objectives.
- Deliver and present key data to supervisor and provide advice and support in data analysis and evaluation -Provide support for coaching the organization on P&O processes related to P&O Services, e.g. global standards, efficiency, ESS/MSS.
- Support / participate in budget planning discussions, SLA process.
- Supervise the performance of the operations.
- Participate in, or lead P&O Services Projects at country or BU level.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

## Minimum Requirements:

- University degree or similar education

- France Payroll relevant diploma/certificate
- Fluent English / French knowledge in writing and speaking
- Several years of relevant experience (coordinate payroll and process management)
- In-depth HR/SAP system expertise
- Collaborating across boundaries

### **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>

### **Commitment to Diversity & Inclusion:**

*We are 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 working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in any order to receive more detailed information about essential functions of a position, please send an e-mail to [inclusion.france@novartis.com](mailto:inclusion.france@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

**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>

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<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

Location

France

Site

Paris Headquarter (Novartis Pharma S.A.S.)

Company / Legal Entity

FR12 (FCRS = FR012) Novartis Pharma S.A.S.

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular  
Shift Work  
No  
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