

# Payroll Services Expert with Slovene

Job ID  
REQ-10022016  
Sep 12, 2024  
Czech Republic

## Summary

The Payroll Services Expert/Senior Expert supports 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

## About the Role

### Your key responsibilities:

Your responsibilities include, but are not limited to:

- Support the team in the operational conversion of People & Organisation strategic objectives.
- Provide support and specific advice in the implementation of processes and standards for all People & Organisation Services aspects and provide guidance and assistance on problems and requests to customers/users through consulting and training.
- Support the identification and planning of services P&O Services will provide
- Handle standard service requests, answer questions, resolve problems if possible or support problem resolution by close collaboration with next level support and/or experts.
- Support personnel cost budgeting process and control

### What you'll bring to the role:

- Bachelor/Master degree in HR/Business Management or related field preferred
- English on communicative level and Slovene / Slovenian on fluent level
- Background in HR, Finance, Payroll (Preferred)
- Relevant years of experience working at project within a global organization preferred
- Relevant experience within payroll processing

Find out more about Novartis Business Services: <https://www.novartis.cz/>

### Why consider Novartis?

769 million. That's how many lives our products touched in 2020. And while we're proud of that fact, in this world of digital and technological transformation, we must also ask ourselves this: how can we continue to improve and extend even more people's lives?

We believe the answers are found when curious, courageous and collaborative people like you are brought together in an inspiring environment. Where you're given opportunities to explore the power of digital and data. Where you're empowered to risk failure by taking smart risks, and where you're surrounded by people who

share your determination to tackle the world's toughest medical challenges.

## **Imagine what you could do at Novartis!**

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

Novartis embraces diversity, equal opportunity and inclusion. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration, and empowers our people to unleash their full potential.

Novartis are an equal opportunities employer and welcome applications from all suitably qualified persons.

### **Join our Novartis Network**

If this role is not suitable to your experience or career goals but you wish to stay connected to learn more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

### **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 order to receive more detailed information about the essential functions of a position, please send a

### **Why consider Novartis?**

769 million lives were touched by Novartis medicines in 2020, and while we're proud of this, we know there is so much more we could do to help improve and extend people's lives.

We believe new insights, perspectives and ground-breaking solutions can be found at the intersection of medical science and digital innovation. That a diverse, equitable and inclusive environment inspires new ways of working.

We believe our potential can thrive and grow in an unbossed culture underpinned by integrity, curiosity and flexibility. And we can reinvent what's possible, when we collaborate with courage to aggressively and ambitiously tackle the world's toughest medical challenges. Because the greatest risk in life, is the risk of never trying!

Imagine what you could do here at Novartis!

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**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

Location

Czech Republic

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Alternative Location 1

Ljubljana, Slovenia

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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## Payroll Services Expert with Slovene

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