

# Payroll Services Expert / Ekspert obračuna plač

Job ID  
REQ-10022017  
Sep 17, 2024  
Slovenia

## Summary

Ekspert obračuna plač podpira razvoj procesov, načel in smernic za kadrov (P&O) za majhno skupino strank, hkrati pa koordinira analizo podatkov in oceno v podporo implementaciji in/ali vzdrževanju procesov/storitev/izboljšav na tem področju.

## About the Role

### Vaše ključne odgovornosti:

Vaše odgovornosti vključujejo, vendar niso omejene na:

- Podpora ekipi pri operativni izvedbi strateških ciljev za področje ljudi in organizacije.
- Nudenje podpore in posebnih priporočil pri implementaciji procesov in standardov za vse vidike storitev za kadre ter zagotoviti napotke in pomoč pri težavah in zahtevah strank/uporabnikov preko svetovanja in usposabljanja.
- Podpora pri prepoznavanju in načrtovanju storitev, ki jih bo področje P&O zagotavljalo.
- Ravnanje z običajnimi zahtevki za storitve, odgovarjanje na vprašanja, reševanje problemov, če je mogoče, ali nudenje podpore pri reševanju težav v tesnem sodelovanju s podporno ekipo na višji ravni in/ali strokovnjaki.
- Podpora pri procesu proračuniranja in kontroli osebnih stroškov.

### Vaš doprinos k delovnemu mestu:

- Diploma/magisterij s področja kadrovskega menedžmenta/poslovođenja ali sorodne smeri.
- Angleščina na komunikacijski ravni in tekoče znanje slovenščine .
- Pretekle delovne izkušnje na področju kadrovanja, financ ali plačnih storitev (želeno).
- Ustrezen obseg izkušenj pri delu na projektu v globalni organizaciji (želeno).
- Relevantne izkušnje na področju obdelave plač.

Več informacij o Novartis Business Services: <https://www.novartis.cz/>

## Zakaj izbrati Novartis?

769 milijonov. To je število življenj, ki smo jih naši izdelki dotaknili leta 2020. In čeprav smo na ta dosežek

ponosni, se v tem svetu digitalne in tehnološke preobrazbe moramo tudi vprašati: kako lahko še naprej izboljšujemo in podaljšujemo življenja še več ljudem? Verjamemo, da so odgovori najdeni, ko so radovedni, pogumni in sodelovalni ljudje, kot ste vi, združeni v navdihujočem okolju. Kjer dobite priložnosti za raziskovanje moči digitalnega sveta in podatkov. Kjer vam je omogočeno tveganje neuspeha z odločnimi tveganji in kjer ste obkroženi s ljudmi, ki delijo vašo odločnost pri soočanju z najtežjimi medicinskimi izzivi na svetu.

## **Predstavljajte si, kaj vse bi lahko storili pri Novartisu!**

### **Predani smo raznolikosti in vključenosti**

Novartis si prizadeva ustvariti izjemno, vključujoče delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

### **Pridružite se naši mreži Novartis:**

Če to delovno mesto ni primerno glede na vaše izkušnje ali karierni cilje, vendar želite ostati povezani in izvedeti več o Novartisu ter naših kariernih priložnostih, se pridružite mreži Novartis tukaj:

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

### **Dostopnost in namestitve:**

Novartis si prizadeva sodelovati in zagotoviti razumne namestitve posameznikom z invalidnostmi. Če zaradi zdravstvenega stanja ali invalidnosti potrebujete razumno prilagoditev v katerem koli delu postopka zaposlovanja ali za izvajanje bistvenih funkcij delovnega mesta, prosimo, da pošljete e-pošto na naslov [diversity.inclusion\\_slo@novartis.com](mailto:diversity.inclusion_slo@novartis.com) in sporočite nam naravo vaše zahteve ter vaše kontaktne podatke. V sporočilu navedite prosimo tudi številko razpisa za delovno mesto.

Novartis se zavezuje k ustvarjanju izjemnega vključujočega delovnega okolja in raznolikih ekip, ki so zastopane glede na paciente in skupnosti, ki jim služimo.

## **Payroll Services Expert**

### **Job Description 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

### **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 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 unbiased 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!

### **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>

**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

Slovenia

Site

Ljubljana

Company / Legal Entity

SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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### **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 [diversity.inclusion\\_slo@novartis.com](mailto:diversity.inclusion_slo@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.

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Job ID

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