

# Payroll Services Expert with German

Job ID

REQ-10054885

Jun 17, 2025

Czech Republic

## Summary

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.

## About the Role

### Your key responsibilities:

Your responsibilities include, but are not limited to:

- Working closely with in-country stakeholders to deliver successful Payroll Service
- Responsible for the country payroll processes and ensure the accuracy and timeliness to ensure that SLAs are consistently met and high customer satisfaction.
- Ensure compliance is in line with Data Privacy and Protection guidelines and other relevant country specific legislation.
- Reviews and assesses payroll run processes and recommends process improvements
- Close collaboration with Finance department (Financial reports, accruals, etc.)
- Attend to standard service requests, answer payroll related inquiries, resolve problems if possible or support problem resolution by close collaboration with next level support and/or experts
- Raises any/all identified risks and proposes solutions to ensure a smooth payroll service is delivered
- Works with Project Managers, Business Owners, Service Owners, Managed Vendor Partners, Operations teams and 3rd parties on various projects

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

- Bachelor/Master degree in HR/Business Management or related field preferred
- Excellent English and German spoken and written
- Several years of relevant payroll experience
- Experience in SAP/Workday system and process expertise in a given process scope

### You'll receive:

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

**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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**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

Universal Hierarchy Node

Location

Czech Republic

Site

Prague

Company / Legal Entity

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

Functional Area

Human Resources

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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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 an e-mail to [di.cz@novartis.com](mailto:di.cz@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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