

## Payroll Services Expert - US (Temporary role - 6 Months)

Job ID  
REQ-10038975

2月 04, 2025

Mexico

### 摘要

To support the development of payroll processes, principles, and guidelines, 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

#LI-Hybrid

Key Responsibilities:

- Support the team in the operational conversion of Payroll strategic objectives.
- Provide support and specific advice in the implementation of processes and standards for all payroll Services aspects (e.g. services, processes, continuous improvement) and provide guidance and assistance on problems and requests to customers/users through consulting

and training

- Handle payroll standard service requests, answer questions, resolve problems if possible or support problem resolution by close collaboration with next level support and/or experts.
- Track service requests and troubleshoots - analyze error messages and questions.
- Support evaluation of the services / processes / continuous improvement in scope.
- Contribute to payroll Services projects at country or Business Unit.

#### Essential Requirements:

- University degree.
- Proficient in English and Spanish (written & spoken).
- 3-4 years proven experience in Payroll
- Working knowledge with Payroll Systems - ADP is highly preferred, but no mandatory.
- Working knowledge of federal and state regulations/taxes.
- Customer focused solutions, Proactive thinking and Problem solving.

#### Desirable Requirements:

- Work experience in Payroll for US

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部门  
People & Organization

Business Unit  
CTS

地点  
Mexico

站点  
INSURGENTES

Company / Legal Entity  
MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area  
Human Resources

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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