

Payroll Senior Expert

Job ID
REQ-10039917

2月 10, 2025

Egypt

摘要

To manage payroll operations in Egypt, coordinating with external vendors like (payroll, tax, banks, etc.). Ensure compliance with local regulations, perform data analysis, and support continuous improvement initiatives.

About the Role

Major accountabilities:

- Manage payroll operations, ensuring timely and accurate processing for a small client group.
- Coordinate with external payroll vendors, tax vendors, and banks to ensure seamless payroll integration and compliance.
- Ensure adherence to local payroll regulations and tax laws, staying updated on any changes.
- Provide support and specific advice on payroll processes and standards, including continuous improvement initiatives.

- Handle standard service requests, answer questions, and resolve issues, collaborating with next-level support and experts as needed.
- Perform data analysis to support payroll processes, productivity objectives, and cost efficiency.
- Maintain accurate payroll records and documentation, ensuring data integrity and confidentiality.
- Support the evaluation and continuous improvement of payroll services and processes, contributing to payroll-related projects and initiatives.

Minimum Requirements:

- At least 5 years in HR function
- Payroll experience is preferable
- Proficiency in Excel and an Accounting education background are preferred.
- Experience with Workday is added advantage

Languages :

- English and Arabic

Commitment to Diversity and Inclusion:

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

Novartis is a proud member of the [ILO Global Business and Disability Network](#) and the [Valuable 500](#), promoting the inclusion of people with disabilities in workplaces around the world. We also collaborate with international partners, such as [Disability:IN](#), [Purple Space](#), and [Business Disability Forum](#) to identify and develop best practice solutions to enable people with disabilities to participate as equal members of our organization.

#Hybrid

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部门

People & Organization

Business Unit

CTS

地点

Egypt

站点

New Cairo

Company / Legal Entity

EG02 (FCRS = EG002) Novartis Pharma S.A.E

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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