

## Payroll Senior Expert

Job ID  
REQ-10039917

3月 18, 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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