NOVARTIS

Payroll Services Senior Expert

Job ID
REQ-10091738
Nov 11, 2026
LOC_EG

About the Role

Key Responsibilities

- 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.

Essential Requirements

- At least 5 years of experience in HR function
- Min. 2 years of hands-on payroll experience
- Proficiency in Excel and an Accounting education background are preferred.
- Strong communication and stakeholder management skills
- Experience with Workday is added advantage
- Languages: English and Arabic/French

Desirable Requirements

- Experience working in a multinational/shared services environment or with external payroll providers.
- Familiarity with AI/digital tools and automation to support payroll analysis, efficiency and continuous improvement.

Commitment to Diversity & 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.

Role Requirements

Division
DIV_PO
Business Unit
Human Resources
Location
LOC_EG
Site
New Cairo
Company / Legal Entity
EG02 (FCRS = EG002) Novartis Pharma S.A.E
Functional Area
FCT_HR
Job Type
Full time
Employment Type
Regular
Shift Work
No
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