

Specialist Global Recognition

Job ID
REQ-10030038
Nov 20, 2024
India

About the Role

Major Accountabilities:

- Act as the main point of contact with internal stakeholders and recognition vendor, ensuring program alignment with Novartis' objectives while providing operational guidance and exceptional support to Novartis associates.
- Collaborate with the Global Program Lead and Country SPOCs to manage change initiatives, adapting processes and guidelines to meet evolving organization and program needs.
- Create program SOPs/educational materials and keep them up to date. Identify targeted training needs and support communication strategies in collaboration with key stakeholders to promote culture of appreciation and appropriate use within the organization.
- Prepare spend analysis and review with key global and country stakeholders to influence program trends, as appropriate.
- Support stakeholders on reporting needs and analytics, including enhancing dashboards and data visualization.
- Monitor program trends to identify opportunities for process improvement, driving enhancements in employee experience and program efficiency.
- Collaborate with IT to test new platform features and monitor platform performance to proactively troubleshoot and resolve issues through collaboration with vendors and technical teams. technology-driven solutions to optimize program operations and improve efficiency.
- Ensure the accuracy and integrity of financial reports related to the program in line with program's financial governance setup. Collaboration with vendors and local SMEs to resolve any exceptions.

Minimum Requirements

- Bachelor/Masters Degree in a related field, System or HR background preferred.
- 3+ years of P&O experience
- Strong exposure to cloud based HCM platforms or Rewards tools with exposure to Payroll and Finance processes
- Previous experience in working with global stakeholders cooperating with different GPOs/ stakeholders. Demonstrated ability in trouble shooting and passion for learning.

Why Novartis:

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people> and culture

Commitment to Diversity & Inclusion:

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

Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Role Requirements

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

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

Corporate

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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