

# HR Payroll and Admin Specialist - Maternity cover ~1/2years

Job ID  
REQ-10022594  
Sep 16, 2024  
Bulgaria

## Summary

The work you'll do at Novartis can transform the lives of many people. And as we strive to reimagine medicine that impact will only grow. Join us!

We are looking for curious, perseverant, and purpose driven people to join our team – a dynamic and evolving organization and one of the biggest pharmaceutical companies on the market.

As a Payroll and Admin Specialist you will be responsible for managing the payroll process, ensuring compliance with Bulgarian labor law and supporting general HR Administration. At the same time, you will manage also HR Payroll and Administration for our associates in Serbia & Montenegro. You will play a key role in maintaining accurate employee records and handling internal HR inquiries.

## About the Role

### What you will be doing:

- Prepare and submit monthly payroll data (salaries, bonuses, deductions etc.) to the payroll agency.
  - Review payroll reports from the agency and prepare reconciliations.
  - Maintain and update employee records in accordance with the Bulgarian Labor Code.
  - Prepare internal orders and other HR documents in accordance with Bulgarian Labor Code.
  - Respond to employee enquiries related to P&O Policies, procedures and benefits.
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- Provide support and specific advice for operations on Employee Life Cycle Management Hire2Retire
  - Support the rewards cycle with data integrity
  - Provide support on personnel administration and payroll, as well controlling time and attendance to be in line with the internal process and local legislation
  - Ensure compliance with country regulations and local policies
  - Support alignment and harmonization of local regulations; monitors compliance, risk management and review P&O controls (as part of the NFCM framework)
  - Support processes that drive internal movement offers and mobility.

## Minimum requirements

**Education:**

•Bachelor's Degree in Human Resources, Business Administration or related field

**Languages:**

Fluent in English and Bulgarian (written and spoken)

- Any other European language would be an asset.

Languages spoken in the ECC countries (Russian, Croatian, Bosnian, Serbian, Albanian, Latvian, Lithuanian, Estonian, Ukrainian)

**What you will bring to the role:**

- Minimum 2 years of Payroll administration and HR experience across the employee lifecycle of activities
  - Advanced proficiency in MS Office, particularly Excel.
- Excellent communication, influencing and leadership skills, which allow you to build solid relationships and trust with a great number of partners of all levels
- Proven project management skills
- Strong analytical skills and labor law knowledge
- Strong team player, desire to deliver high quality impact to your business units
- Collaborative and open-minded approach towards challenges

Nice to have :

- Experience in working with multinational companies or exposure to global HR Policies
- Ability to work under pressure and manage deadlines effectively

What we offer:

- Competitive salary and benefits package
- Opportunities for career growth and professional development
- A dynamic and inclusive work environment with a supportive team

**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

Innovative Medicines

Location

Bulgaria

Site

Bulgaria

Company / Legal Entity

BG03 (FCRS = BG003) NPHS Bulgaria

Functional Area

Human Resources

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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

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