

# US & International Benefit Manager – Invoicing & PO Management

Job ID

REQ-10028881

Nov. 11, 2024

Indien

## Zusammenfassung

The role is responsible to manage invoicing process for US Employee Benefits vendors. Purchase Order (PO) Management for US Employee Benefits & Global Mobility vendors. Close communication with vendors, P2P team, Treasury, Accounting department, and Business Owners to ensure efficient and compliant invoicing process. Preparation of cost allocation entries for accounting department. Recognizing and raising complex issues to management. Acting as manager deputy in case of need. Oversee the invoicing process and PO management process of other benefit vendors with a team of experts

## About the Role

### Major accountabilities:

- Creating Purchase Orders and Goods Receipts for US Employee Benefits & Global Mobility vendors
- Engaging in close cooperation with vendors and business owners for annual PO estimation calculations
- Monthly PO maintenance and invoice review & reconciliation
- Handling inquiries and resolving issues in invoicing process with vendors through calls/emails
- Recognizing weak points in the billing process and actively participating on process improvements.
- Overseeing end to end invoicing process, recognizing, and resolving issues in cooperation with other teams (accounts payable, treasury, accounting, IT, etc.) to ensure that invoices are correctly posted, and paid within agreed payment terms.
- Preparation of monthly cost allocation instructions and intercompany bookings for finance team.
- Responding to queries from business partners, providing quality feedback to ensure smooth billing process and timely approval & payment of vendor invoices.
- Assisting with new vendor creation / vendor management, ensuring set-up is in alignment with contract
- Supervising a team of specialists/ experts in handling end-to-end invoicing and PO management process for International Benefits vendors
- Additional people management responsibilities to support, train and develop a team of experts to eventually develop an invoicing CoE for all benefits vendors globally
- As benefits SME within Rewards function, the role is expected to regularly contribute to other projects or topics in the compensation and benefits area as required.

### Work Experience:

- 3+ years of P&O experience (preferably in Rewards and Recognition or C&B Process)
- Strong exposure to cloud based HCM platforms or Rewards tools with exposure to Payroll and Finance processes

**Skills:**

- Proficiency with Microsoft Excel (Pivot, Vlookup, basic formulas etc.), Word, PowerPoint
- Basic knowledge of accounting and financial process required
- Intermediate SAP experience & experience with SRM (Supplier Relationship Management – creation of Shopping Carts, Purchase Order management)
- Experience in data analysis and preparation of reports
- Strong attention to detail, highly organized, task oriented
- Good communication skills (spoken & written)
- Capability to work under pressure and with deadlines

**Languages:**

- English.

**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>

**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>

**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

**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>

**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>

Abteilung

People & Organization

Business Unit

CTS

Ort

Indien

Website

Hyderabad (Office)

Company / Legal Entity  
IN10 (FCRS = IN010) Novartis Healthcare Private Limited  
Functional Area  
Humanressourcen  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
[Apply to Job](#)

## 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](mailto: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.

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

Job ID  
REQ-10028881

## US & International Benefit Manager – Invoicing & PO Management

[Apply to Job](#)

---

**Source URL:** <https://prod1.adacap.com/careers/career-search/job/details/req-10028881-us-international-benefit-manager-invoicing-po-management>

### List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://www.novartis.com/careers/benefits-rewards>
3. <https://talentnetwork.novartis.com/network>
4. <https://www.novartis.com/about/strategy/people-and-culture>
5. <https://talentnetwork.novartis.com/network>
6. <https://www.novartis.com/careers/benefits-rewards>
7. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Hyderabad-Office/US---International-Benefit-Manager---Invoicing---PO-Management\\_REQ-10028881-2](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/US---International-Benefit-Manager---Invoicing---PO-Management_REQ-10028881-2)
8. <mailto:diversityandincl.india@novartis.com>

9. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Hyderabad-Office/US---International-Benefit-Manager---Invoicing---PO-Management\\_REQ-10028881-2](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/US---International-Benefit-Manager---Invoicing---PO-Management_REQ-10028881-2)