

# H2R Services Specialist

Job ID  
REQ-10026931  
oct 24, 2024  
Inde

## Résumé

Location: Hyderabad #LI Hybrid

About the role:

To handle and coordinate all administrative P&O Services processes, principles and guidelines for a small client group

## About the Role

**Your responsibilities include, but not limited to:**

- Provide administrative support to the implementation of processes and standards for all P&O Services aspects (e.g. services, processes, continuous improvement) and follow up inquiries on problems and requests from customers/users.
- Attend to standard service requests, answer questions, resolve problems if possible or support problem resolution by close collaboration with next level support and/or experts.
- Perform user administration tasks (e.g. access management) -Assist in tracking service requests and troubleshoots – support the analysis of error messages and questions.
- Perform administrative tasks to facilitate the delivery and presentation of key data to supervisors.
- Prepare reports on the evaluation of services and processes.
- Provide assistance to P&O Services projects at country or BU level -Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt - Distribution of marketing samples (where applicable)

## Minimum Requirements:

- Minimum 3 years of experience into HR Operations.
- Minimum Bachelors, Preferably MBA- HR.
- Proficient in Microsoft Office Suite, especially Excel, for data analysis and reporting purposes

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

**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?  
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Division

People & Organization

Business Unit

CTS

Emplacement

Inde

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Ressources humaines

Job Type

Full time

Employment Type

Regular

Shift Work

No

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