

Payroll and Benefits Specialist/ HR Specialist with French/German/Italian- Talent Pipeline

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Company: Novo Nordisk A/S

Location: Warsaw

Category: business-and-financial-operations

Are you passionate about standardizing payroll and benefits operations as well as process transitions across EMEA? Do you thrive in an international working environment? Would you like to shape the future of payroll and benefits operations in Novo Nordisk and support our colleagues to serve patients with chronic diseases even more? If yes, you may consider joining our Payroll and Benefits Operations team that we are expanding in Warsaw.

Apply today and join us for a life-changing career.

You are applying to be a part of a Novo Nordisk Talent Pool (Pipeline), not a currently open position. Joining our pipeline means that you will be considered as a potential match for current and upcoming positions to ensure you don't miss out on a life-changing career. When an opportunity arises, we will reach out and invite you for an interview. We will keep your application for six months ensuring the best opportunities to provide a solid match for open positions. If you would like to be considered for HR Specialist or Payroll and Benefits Specialist with French, German or Italian, please submit your CV. We are looking forward to receiving your application!

The position

As Payroll & Benefit Operations Specialist with French, German or Italian you will provide professional support to payroll and benefits services to Line of Business (LoB) in EMEA region. You will work with assigned EMEA countries by coordinating of end-to-end payroll process while ensuring accurate and timely delivery of remuneration to Novo Nordisk

employees.

Your main responsibilities for Payroll & Benefits Specialist will be to:

Coordinate the end-to-end payroll processes for assigned countries.

Cooperate closely with internal and external stakeholders (including payroll provider).

Respond to payroll queries escalated from HR and/or employees.

Provide administration of local benefits if applicable.

Optimise payroll operational processes in accordance with the PBO Team goals.

HR Specialist with French, German or Italian will play an important role in successfully developing the HR Regional Service Centre and report into the AskHR Lead. The HR Specialist work closely with key stakeholders in EMEA countries and take part in transferring HR processes and tasks from the EMEA countries which will be serviced by the team in Warsaw.

Your main responsibilities for HR Specialist will be to:

Provide professional operational support via phone, chat and email on a wide range of HR administrative processes, HR systems and services to employees and managers across EMEA.

Transfer of HR processes and tasks from EMEA countries to the AskHR Unit in Warsaw and ensure a strong customer focus and continuous improvement of services.

Engage in building a HR knowledge base for the team of HR Specialists to use covering various EMEA HR processes and local legislation.

Close collaboration with the HR colleagues who are based in different EMEA countries and colleagues in the Global Business Service People Operation in India when solving inquiries within the service level agreements.

Act as a “super user” or “subject matter expert” within specific fields of expertise and/or to a specific country.

Qualifications

To be successful in this role you need to have knowledge and savviness regarding cultural differences. Strong communication and change management capabilities as well as excellent

stakeholder management skills in an international environment are also crucial in this role. Customer-centred mindset and solid business understanding as well as focus on operational excellence and delivering on KPIs are also necessary.

We expect you to have:

Master's or bachelor's degree within Business, Economics, HR or equivalent.

Preferably experience from working in a shared service centre.

Preferably experience from working with different EMEA countries having knowledge about regulations, practices, and cultures across EMEA.

Fluent in written and spoken English and French or German or Italian language.

On a personal level you should have strong analytical skills to drive process standardization, optimisation, and continuous improvements.

About the department

EMEA Regional Service Centre (RSC EMEA) is co-located with the Business Area office for Europe East and the Polish affiliate. With annual budgeted sales level of over 700 million DKK and with 130 employees in the Polish affiliate the company ambition is to continuously improve quality of patients' life and bring innovation into the markets.

The RSC EMEA is formed by three departments – AskHR (HR administration and employee support), Transition (project and systems management) and Payroll and Benefits Operations (PBO) department, which delivers payroll and benefits support to countries like France, Germany, Italy, Sweden and UK.

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