

# Hire to Retire Services Specialist Japan

Job ID  
REQ-10009429  
Sep 05, 2024  
Malaysia

## Summary

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

## About the Role

### Major accountabilities:

- Provide rapid, high quality and validated response/support to all P&O Services aspects (e.g., inquiries, services, processes, continuous improvement) and follow up inquiries on problems and requests from customers/users.
- Take ownership for queries and be responsible for case opening and closing (end to end) and provide the first and final point of contact for the customer.
- Maintain Organization Management/Personnel Administration HR data changes or actions effective on action/change in SAP HR system.
- Escalates requests that cannot be resolved directly to the appropriate escalation point of contact (i.e., vendor / H2R Manager / Senior Manager)
- Contribute to Knowledge Base for countries in scope.
- Ensure compliance in accordance with Data Privacy and Protection guidelines and other relevant legislation.
- Perform user administration tasks (e.g., access management)
- Perform document management tasks related in Japan Operations
- 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.

### Minimum Requirements:

- University level degree in any related field.
- Able to communicate in English and Japanese (both in speaking and in writing to support the respective end market)
- At least 1 years of experience in data management (or similar customer service organizations).
- Experience with SAP/Workday tool will be an added advantage.
- Demonstrated ability to work in cross functional teams in an international environment
- Solid organizational skills including attention to details and multitasking skills
- Proficiency in use of Microsoft Office; advanced Excel skills

## **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>

**You'll receive:** You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

## **Join our Novartis Network:**

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

<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>

Division  
People & Organization  
Business Unit  
CTS  
Standort  
Malaysia  
State  
Johor  
Site  
Selangor  
Company / Legal Entity  
MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)  
Functional Area  
Humanressourcen  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
[Apply to Job](#)

**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>

The Novartis Group of Companies are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

Job ID  
REQ-10009429

## Hire to Retire Services Specialist Japan

[Apply to Job](#)

---

**Source URL:** [https://dev1.novartis.de/careers/career-search/job/details/req-10009429-hire-retire-services-](https://dev1.novartis.de/careers/career-search/job/details/req-10009429-hire-retire-services-3/4)

**List of links present in page**

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. [https://novartis4.wd3.myworkdayjobs-impl.com/en-US/Novartis\\_Careers/job/Selangor/Hire-to-Retire-Services-Specialist-Japan\\_REQ-10009429-1](https://novartis4.wd3.myworkdayjobs-impl.com/en-US/Novartis_Careers/job/Selangor/Hire-to-Retire-Services-Specialist-Japan_REQ-10009429-1)
5. <https://www.novartis.com/about/strategy/people-and-culture>
6. <https://talentnetwork.novartis.com/network>
7. <https://www.novartis.com/careers/benefits-rewards>
8. [https://novartis4.wd3.myworkdayjobs-impl.com/en-US/Novartis\\_Careers/job/Selangor/Hire-to-Retire-Services-Specialist-Japan\\_REQ-10009429-1](https://novartis4.wd3.myworkdayjobs-impl.com/en-US/Novartis_Careers/job/Selangor/Hire-to-Retire-Services-Specialist-Japan_REQ-10009429-1)