

Human Resources Trainee

Job ID
REQ-10040937

4月 23, 2025

Czech Republic

摘要

The primary focus of this role is to provide comprehensive support to People Services & Solutions teams throughout the one year rotation program while enhancing and expanding current skill set to effectively apply them to both current responsibilities and future opportunities.

About the Role

Key Responsibilities:

- Complete daily tasks assigned by line manager
- Gain an understanding of each PS&S team's core processes
- Provide support for transformation and technology initiatives.

- Contribute to articles, maintain and sustain the Knowledge Repository for countries in scope.
- Contribute to enhancement of work instructions based on QA findings and process modifications.
- Meet shift requirements defined by the supporting country.

Key Requirements:

- Previous internship or trainee experience nice to have
- Professional level of English both written and spoken
- Additional language is a plus (German, Slovene, French, Polish)
- Bachelor ' s degree in HR/Business Administration or related field
- Knowledge of MS Office, Word, PowerPoint, Excel

This contract is for limited period of time of 12 months.

You ' ll receive:

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program - choice of benefits from Benefit Plus Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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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>

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部门
People & Organization

Business Unit
Universal Hierarchy Node

地点
Czech Republic

站点
Prague

Company / Legal Entity
CZ02 (FCRS = CZ002) Novartis s.r.o

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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