Benefits Manager

Job ID REQ-10051262

5月 07, 2025

Czech Republic

摘要

Manage, administer, and review local benefits programs within the assigned countries in close coordination with local stakeholders (P&O PP, Rewards, P&O Services, Procurement, TAS, etc.) aligned with the country organization's strategic objectives.

About the Role

Job Description

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- Review and analyze the local benefit programs as necessary to ensure they are efficient, market competitive, attractive to employees, compliant with local regulatory requirements, and aligned with global benefit principles.
- Responsible for participating in local benefits survey and data submission. Analyse survey results, benchmark local benefits against the market data, and share findings with local stakeholders.
- Manage benefit policy/program renewals, vendor changes, and new program expansions with the support of the cluster benefits lead, local brokers, and procurement to leverage Novartis global/regional purchasing power.
- Manage the global benefits database for the respective country's benefits plans.
- Support local & global stakeholders in local benefit projects, i.e. new benefits implementation, global rollouts, M&A, etc.
- Support local P&O in ERG discussions to gather feedback on employee benefits programs.
- Submit changes or new benefit proposals for review/information to cluster benefits lead according to the benefits governance framework.
- Prepare periodical reports required for legislative bodies, external vendors, unions, payroll, etc.
- Develop and deliver training and consulting to the country organization on any benefits-related programs & processes.
- Manage the benefits admin experts on day-to-day operational activities and their performance.

Key Requirements:

- · University degree, preferable in economics, mathematics, accounting or equivalent experience
- Fluent in English both written & spoken
- Minimum 5 years 'experience in management & administration of benefit plans People management experience
- Good understanding of logical, rules-based software systems
- Attention to detail and process oriented.

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/

Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in any order to receive more detailed information about essential functions of a position, please send an e-mail to inclusion.switzerland@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

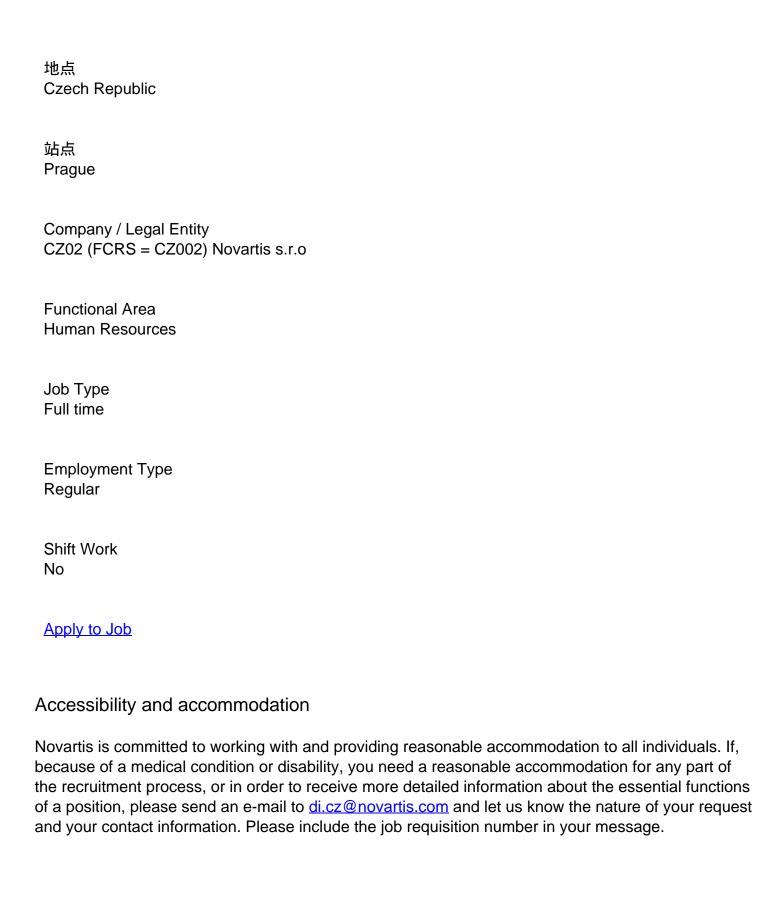
Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future 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

部门 People & Organization

Business Unit Universal Hierarchy Node



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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