

## Apprentice & Adult Education Partner 80% (f/m/d)

Job ID  
REQ-10051404

5月 22, 2025

Austria

### 摘要

Location: Kundl or Schafftenau, Austria.

As an “Apprentice & Adult Education Expert”, you will provide education-specific and HR generalist knowledge to support the department of Apprentice & Adult Education for Novartis Kundl and Schafftenau.

This position enables the delivery of lifecycle events, talent management, employee relations, rewards, employer branding and reporting.

In addition, the “Apprentice & Adult Education Expert” implements People & Organization (P&O) related changes at the education department and works closely alongside the Lead of the department.

You will also support personnel marketing measures, organizational tasks, onboarding and continuous development of apprentices, communication within and outside of Novartis and contribute to a positive recruiting and education/training experience.

## About the Role

### Key Responsibilities:

Your responsibilities include, but are not limited to:

- Provide credible P&O People Partnering for all apprentices / adults and the Apprentice & Adult Education department
- Drive the execution of the local implementation of organizational changes in line with country regulations / policies, clarifications with works council and youth works council
- Professional support in conducting recruiting and on-site education
- Strengthening the public presence of the Novartis education department, significantly expanding social media presence

What you ' ll bring to the role:

Essential requirements:

- Several years of generalist HR experience across employee life-cycle
- High social skills, you should like to work with young people
- Strong interest and/or connection to apprenticeship education
- Austrian labor law knowledge
- Excellent communication skills, organizational talent and strong team player
- Full working proficiency in German and English

### 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>

In addition to a market-competitive base salary, we offer an attractive incentive program, a modern company pension scheme, childcare facilities, learning and development opportunities as well as worldwide career possibilities within the Novartis group. In accordance with Austrian law, we are obliged to disclose the minimum salary as stated in the collective bargaining agreement. For this position the minimum salary is €65,605.54 /year (on a full-time basis). In most cases,

the actual salary will be higher, as we strive to maintain a competitive position in the market and consider your previous experience, qualifications and individual competencies.

#### Commitment to Diversity & Inclusion:

Novartis is committed to building an outstanding, inclusive working environment and diverse teams, representative of the patients and communities we serve.

#### Adjustments for Applicants with Disabilities:

If because of a medical condition, physical disability or a neurodiverse condition you require an adjustment during the recruitment process, please reach out to [disabilities.austria@novartis.com](mailto:disabilities.austria@novartis.com) and let us know the nature of your request as well as your contact information. The support which we can provide will include advice on suitable positions as well as guidance at all stages of the application process. Austrian law provides candidates the opportunity to involve the local disability representative, Behindertenvertrauensperson (BVP), in the application process. If you would like to request this, please let us know in advance as a note on your CV.

#### 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>

部门

Operations

Business Unit

Universal Hierarchy Node

地点

Austria

站点

Kundl

Company / Legal Entity

AT33 (FCRS = AT033) Novartis Pharmaceutical Manufacturing GmbH

Alternative Location 1

Schaftenau, Austria

Functional Area

Human Resources

Job Type

Part time

Employment Type

Regular

Shift Work

No

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