

## People & Organization intern

Job ID  
REQ-10054864

9月 10, 2025

Switzerland

### 摘要

Are you eager to dive into the world of People & Organization, combining your passion for people development with impactful projects that shape workplace culture and efficiency? Join us as a P&O Intern and bring your skills to life! We are looking for an agile, creative and collaborative profile to join our Development P&O team.

### About the Role

Preferred start date / asap? : As soon as possible

Latest start date / flexible? : November 15, 2025 - December 1st, 2025

Duration: 12 months

## Major accountabilities:

- P&O data analytics -Supports with Functional P&O analytics and KPIs reporting- Analysis and interpretation of P&O relevant data/trends.
- Provide data and process support, coordination, and consolidation of information in Global, Region, and Countries to streamline P&O service delivery model in partnership with Various P&O , finance and other stakeholders.
- Project Management support in areas of Talent Management, Organization, Culture , Operational Excellence and other organizational initiatives.
- Participate in key P&O projects and provide related support- Project participation, coordination and management including scheduling, tracking, follow up on minutes.
- Supports team in setting up relevant meeting, communication channels etc.

## Minimum Requirements:

- Finished bachelor ' s degree and / or nearly finished master ' s degree in human resources, Organizational Psychology or Business Administration (graduation not longer than 12 months ago)

## Skills:

- Analytical and problem-solving skills.
- Strong skills in tools of MS Word, Excel skills and MS PowerPoint. Knowledge of other analytical tools is a plus.
- Agility to work in a cross-functional international environment.
- Strong verbal and written communication and interpersonal skills
- Client-focused action-oriented approach to work and ability to build collaborative relationships.
- Ability to work independently and demonstrate initiative.

## Languages :

- Fluent in both written and spoken English. Additional language, if used for local Business purposes.

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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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

地点

Switzerland

站点

Basel (City)

Company / Legal Entity

C028 (FCRS = CH028) Novartis Pharma AG

Functional Area

Others

Job Type

Full time

Employment Type

Early Career (Fixed Term)

Shift Work

No

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