

P&O Intern (f/m/d), Schafftenau, Tyrol, Austria

Job ID
REQ-10059897

8月 18, 2025

Austria

摘要

Nearly 300 million lives!

That's how many people were reached by Novartis therapies in 2024 – the highest number in our history. Imagine what you could help achieve as part of this journey.

At Novartis, we are reimagining medicine to improve and extend people's lives. No matter where you work, your contribution helps tackle some of the world's toughest healthcare challenges. Together with passionate and driven colleagues, you'll be part of a company that's transforming global health through innovation, science, and a deep commitment to access.

Join our People & Organization team in Schafftenau, and help shape the future of healthcare. Let's continue to build on our momentum – and make an extraordinary impact, together.

About the Role

Key Responsibilities:

- Support of People & Organization standard processes throughout the employee lifecycle with Employer Branding activities at jobs ' fairs and other events
- Provide organizational & administrative support
- Analyze and process data using Microsoft Excel
- Contribute to the improvement of People & Organization processes
- Support various People & Organization projects

Essential Requirements:

- Strong motivation and willingness to step into the field of People & Organization (Human Resources Management)
- Commitment to a minimum 6-month internship program, with flexibility regarding employment percentage
- Full proficiency in the MS Office suite
- Fluency in both German and English
- Strong personal integrity and a stakeholder focus
- Business acumen and confidentiality
- Strong organizational skills
- Motivation to work closely alongside experienced People and Business Partners

You ' ll receive:

In addition to a market-competitive base salary, we offer an attractive incentive program, a modern company pension scheme, childcare facilities, learning and development options as well as worldwide career opportunities 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 according to the collective agreement of the chemical industry is € 2.709,01 gross per month.

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 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.

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

地点
Austria

站点
Schafftenau

Company / Legal Entity
AT33 (FCRS = AT033) Novartis Pharmaceutical Manufacturing GmbH

Functional Area
Human Resources

Job Type
Full time

Employment Type
Temporary (Fixed Term)

Shift Work

No

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