

## HR, Communications & Functions Analyst

Job ID  
REQ-10062900

9月 29, 2025

Argentina

### 摘要

At Novartis Argentina we have #PassionForTransformingLives. We lead with passion the evolution towards an equitable and sustainable healthcare system, empowering local talent, and refining the formula to support patients in transforming their lives. We do this by focusing on our People, fostering Mastery at work and embracing the Evolution of our model.

The HR, Communications & Functions Analyst will handle and coordinate administrative general HR, Legal, Ethics Risk and Compliance & Communications processes. To provide task-specific services to HR and employees, involving HR expertise so that specific tasks can be undertaken independently and lower-level problems resolved without referral.

### About the Role

#### Key Responsibilities:

- Administrative support to Functions: HR (60%), Legal (30%), Ethics Risk and Compliance &

Communications (10%).

- Specific Personnel Administration tasks: Onboardings & Offboardings, Employment & Service certifications, ANSES records and verifications, Digitalization & updating of Employee records, Judicial Expert Opinions, POs management, etc.
- Handle and coordinate administrative tasks to support various HR programs and initiatives for example provide reliable information on basic HR processes, participate in HR projects aimed at improving administrative HR processes, etc.

#### Essential Requirements:

- Professional Experience: 1-3 years in Human Resources as an HR Analyst or in a similar role.
- Education: Bachelor's degree in Human Resources, Communications, Business Administration, or a related field.
- Languages: Full professional proficiency in both English and Spanish, with strong written and verbal communication skills.
- Skills: Highly Organized, action - oriented, Problem solver.

#### Desirable Requirements:

- Experience working with Workday, SAP and/or HR Core

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

International

Business Unit  
Universal Hierarchy Node

地点  
Argentina

站点  
Ramallo (Argentina)

Company / Legal Entity  
AR01 (FCRS = AR001) Novartis Argentina S.A.

Functional Area  
Human Resources

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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