

Vodja skupine kadrovske administracije (m/ ž /d) / H2R Services Team Lead (m/f/d)

Job ID
REQ-10073168

3月 10, 2026

Slovenia

摘要

#LI-Hybrid

Lokacija / Location: Ljubljana, Slovenia

Interni naziv: Vodja skupine kadrovske administracije / H2R Services Team Lead

V tej vlogi boste vodili ekipo, ki skrbi za kadrovsko administracijo ter zagotavljali nemoten in skladen potek celotnega zaposlitvenega cikla v podjetju Novartis. Vodili boste ekipo kadrovskih strokovnjakov, skrbeli za kakovost podatkov in zakonodajno skladnost ter optimizirali procese in sisteme. Sodelovali boste z drugimi oddelki HR, IT in globalnimi lastniki procesov, uvajali izboljšave ter prilagajali globalne standarde lokalnemu okolju, da bi izboljšali ali izkusili njo zaposlenih, vodij in drugih deležnikov.

—

Lead our HR Services team to deliver a seamless, compliant employee lifecycle at Novartis. You'll lead a team of experts, safeguard data quality and legal compliance, and optimize processes and systems. You'll closely cooperate with other HR and IT departments, and global process leads to

drive continuous improvements, embed global standards locally, and enhance the experience for employees, managers, and other stakeholders.

This role is based in Ljubljana, Slovenia. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

About the Role

Vaše ključne odgovornosti:

- Vodenje H2R ekipe za izvajanje zanesljivih, skladnih in učinkovitih storitev ter systemske podpore.
- Spremljanje doseganja ciljev ter upravljanje delovnih tokov, obremenitev in urnikov.
- Zagotavljanje skladnosti z varstvom osebnih podatkov, zakonodajo in internimi smernicami.
- Upravljanje eskalacij in incidentov ter koordinacija z zunanjimi ponudniki in globalnimi vodji.
- Spodbujanje stalnih izboljšav ter vključevanje globalnih standardov v lokalno prakso.
- Usposabljanje, mentoriranje in upravljanje znanja za dvig kompetenc ekipe in kakovosti storitev.
- Načrtovanje kapacitet, razporeditev resursov ter podpora pri projektnih in letnih zakonskih aktivnostih.

Vaš doprinos k delovnem mestu:

- Univerzitetna izobrazba iz kadrovskega menedžmenta, ekonomije ali sorodnih družboslovnih smeri.
- Izkušnje z delom na kadrovskem ali pravnem področju oziroma druge relevantne izkušnje.
- Izkušnje z vodenjem ekip znotraj dinamičnega globalnega okolja.
- Zmožnost uporabe lokalne zakonodaje in standardov skladnosti v H2R procesih.
- Odlično znanje angleškega jezika za delo v globalnem okolju.
- Dobro poznavanje orodij Microsoft Office.

Zaželene izkušnje:

- Izkušnje z delom v mednarodnem okolju.
- Vodstvene in komunikacijske sposobnosti.

Z izbranim kandidatom bomo sklenili delovno razmerje za določeno poskusno dobo 6 mesecev. Prijavo oddajte z življenjepisom v slovenskem in angleškem jeziku.

Ugodnosti in nagrajevanje:

Konkurenčni plačni paket, letni bonus, fleksibilen način dela z možnostjo prilagajanja urnika in delom od doma, pokojninska shema, shema nagrajevanja in priznanja dosežkov, razširjeni program

promocije zdravja na področju telesnega, duševnega in fizičnega počutja (iniciativa Polni življenja), številne prilagoditve za učenje in razvoj.

Preberite naš priročnik, da spoznate načine, s katerimi bomo spodbujali vaš osebni in profesionalni razvoj: <https://www.novartis.com/careers/benefits-rewards>

Predani smo raznolikosti in vključenosti. Novartis si prizadeva ustvariti izjemno, vključujočo delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

Dostop in prilagoditve: V Novartisu si prizadevamo k vključenosti oseb z invalidnostjo in zagotavljanju ustreznih prilagoditev delovnega okolja posameznikom z omejitvami. V kolikor zaradi bolezni ali invalidnosti potrebujete ustrezne prilagoditve v kateremkoli delu selekcijskega procesa oziroma potrebujete prilagoditve pri izvajanju osnovnih nalog na delovnem mestu, nam pišite na naslov diversity.inclusionslo@novartis.com in navedite, kakšne prilagoditve potrebujete ter vaše kontaktne podatke. Prosim, vključite tudi podatek o številki razpisa, na katerega se prijavljate.

Zakaj Novartis: Pomagati bolnikom in njihovim družinam zahteva več kot le inovativno znanost. Potrebna je skupnost zavzetih ljudi, kot ste vi. V Novartisu cenimo sodelovanje, podporo in navdihovanje drug drugega za razvoj prebojnih terapij, ki spreminjajo življenja pacientov. Ste pripravljeni ustvariti svetlejšo prihodnost skupaj z nami? <https://www.novartis.com/about/strategy/people-and-culture>

Key Responsibilities:

- Lead the H2R team to deliver seamless, compliant end-to-end services and systems support.
- Monitor performance against SLAs; manage workflow, volumes, and schedules to meet quality and timeliness goals.
- Ensure compliance with data privacy, protection, and relevant legislation across all H2R services.
- Handle escalations and incidents; coordinating with vendors and global leads to resolve issues quickly.
- Drive continuous improvement with HR, IT, and Global Process Leads; embed global standards locally.
- Provide training, coaching, and knowledge management to uplift team capability and service excellence.
- Plan capacity and allocate resources; track project resourcing and deliver key statutory and year-end activities.

Essential Requirements:

- University degree in human resources, economics, or another relevant social science field.
- Experience in human resources, law, or a related business area.
- Experience with leading teams in a fast-paced global environment.
- Ability to apply local legislation and compliance standards within H2R processes.

- Proven English proficiency for effective communication in a global environment.
- Strong practical knowledge of Microsoft Office tools.

Desirable Experience:

- Experience working in an international environment.
- Leadership and communication skills.

We offer temporary employment with 6 months of probation period. Submit your application with the CV in Slovenian and English language.

Benefits and Rewards:

Competitive salary, Annual bonus, Flexible working schedule, tailored to your needs, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical, mental and social well-being (Well-being), Unlimited learning and development opportunities.

Commitment to Diversity and Inclusion: Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Accessibility and accommodation: Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversity.inclusionslo@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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

部门
People & Organization

Business Unit
Human Resources

地点
Slovenia

站点
Ljubljana

Company / Legal Entity
SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Alternative Location 1
Prague, Czech Republic

Functional Area
Human Resources

Job Type
Full time

Employment Type
Temporary (Fixed Term)

Shift Work
No

```
function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||  
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =  
document.getElementById("kalturaplayer69b3590d9e668466914119"); var mediaContainer =  
mediaElement.closest('.nc-kaltura-media'); var originalWidth = "1200px"; var originalHeight = "674px";  
var originalWidthValue = parseFloat(originalWidth); var originalHeightValue =
```

```
parseFloat(originalHeight); var mediaType = "video"; var isResponsive = false; // Get computed styles
of the container element. var parentStyles = window.getComputedStyle(mediaContainer); var
finalWidth = parseFloat(parentStyles.width); if (finalWidth > 0) var config = { targetId:
"kalturaplayer69b3590d9e668466914119", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false,
allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: { download: {
disable: true }, "playkit-js-transcript":{ position: "right", // Default: bottom;( ' left ', ' right', ' top ', 'bottom ' ) to
enable transcript. expandMode: "over", // Default: alongside;( ' alongside', ' hidden ', 'over ' )
expandOnFirstPlay: false, showTime: true, downloadDisabled: false, printDisabled: false, disable:
true } }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false },
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; config.plugins.preventSeek = { preventSeekForward:
false, preventSeek: false }; config.plugins.floating = { disable: true }; config.plugins.navigation = {
position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; config.plugins['playkit-
js-hotspots'] = { disable: true }; config.plugins['playkit-js-moderation'] = { disable: true };
config.plugins['playkit-js-info'] = { disable: true }; config.plugins.share = { disable: true };
config.ui.uiComponents = []; config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } };
```

```
try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof
kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other
media. kalturaPlayer.loadMedia({entryId: "1dgvmafo"}); setTimeout(() => {
setupAutoPause(kalturaPlayerVideos); }, 500); function setupAutoPause(players) {
players.forEach((currentPlayer) => { currentPlayer.addEventListener('play', () => {
players.forEach((otherPlayer) => { if (otherPlayer !== currentPlayer && typeof otherPlayer.pause ===
'function') { otherPlayer.pause(); } }); }); }); } catch (e) { console.error(e.message) }
```



VIDEO

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8. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Ljubljana/Vodja-skupine-kadrovske-administracije--m--d---H2R-Services-Team-Lead--m-f-d-REQ-10073168-1>
9. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Ljubljana/Vodja-skupine-kadrovske-administracije--m--d---H2R-Services-Team-Lead--m-f-d-REQ-10073168-1>