

Human Resources Specialist with Romanian

Job ID
REQ-10018262
Aug 15, 2024
Czech Republic

Summary

As a Human Resources Specialist (People Engagement Expert) you will have an exciting opportunity to gain hands-on experience using innovative HR systems and positively impact the employee life cycle. You will play a crucial role in upholding the quality of services for our European employees and partners by promptly and effectively addressing their queries. Your expertise and insights should help champion innovation, a sense of community and improve our services, engagement, and the overall experience of our people.

About the Role

About the Role:

As a Human Resources Specialist (People Engagement Expert) you will have an exciting opportunity to gain hands-on experience using innovative HR systems and positively impact the employee life cycle. You will play a crucial role in upholding the quality of services for our European employees and partners by promptly and effectively addressing their queries. Your expertise and insights should help champion innovation, a sense of community and improve our services, engagement, and the overall experience of our people.

Key Responsibilities:

- Provide rapid, high quality and accurate response/support to all People & Organization (P&O) related queries.
- Handle queries and be responsible for case opening and closing (end to end), serve as the first and final point of contact for the customer.
- Guide and act as a consulting partner for P&O processes and systems related queries.
- Chip in to improvement of work instructions based on Question & Answer findings and process modifications.
- Chip in to articles, maintain and sustain the Knowledge Repository for countries in scope.
- Gather and supervise feedback and surveys to drive continuous improvement for customer happiness.
- Ensure compliance in line with Data Privacy, Protection guidelines and other relevant legislation.
- Support the training of new colleagues.

Key Requirements:

- Professional level of English and Romanian both written and spoken.
- Hungarian or Polish language is a great plus
- Bachelor's degree in HR/Business Administration or related field.
- Previous experience in Human Resources Services (or similar service providing organizations)
- Hand on experience with SAP, Workday, Success Factors or other Workforce Systems
- Previous experience with ticketing management systems

- Proficiency in use of Microsoft Office

Nice to Have:

- Advanced Excel skills is a plus
- Work experience in virtual/remote teams

You'll receive:

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in any order to receive more detailed information about essential functions of a position, please send an e-mail to inclusion.switzerland@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>

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>

Division

People & Organization

Business Unit

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to di.cz@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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

iframe{ width: 100%; margin-top: 3rem; } @media screen and (max-width: 767px){ iframe{ height: 30vh !important; } } @media screen and (min-width: 768px){ iframe{ height: 34vh !important; } }

Job ID

REQ-10018262

Human Resources Specialist with Romanian

[Apply to Job](#)

Source URL: <https://prod1.id.novartis.com/id-en/careers/career-search/job/details/req-10018262-human-resources-specialist-romanian>

List of links present in page

1. <https://www.novartis.cz/>
2. <https://www.novartis.com/about/strategy/people-and-culture>
3. <https://talentnetwork.novartis.com/network>
4. <https://www.novartis.com/careers/benefits-rewards>
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Prague/Human-Resources-Specialist-with-Romanian_REQ-10018262
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Prague/Human-Resources-Specialist-with-Romanian_REQ-10018262