

Time Service Delivery Expert - CZ, SK & HU

Job ID
REQ-10023763
Oct 02, 2024
Czech Republic

Summary

Purpose of the role is to provide second level expert services for employees, managers and P&O Services community in the area of Time Services processes and act as a subject matter expert for these services. Geographical areas of coverage will include Czech Republic, Slovakia & Hungary

About the Role

Key Responsibilities:

Your responsibilities include, but are not limited to:

- Provides day-to-day Time Services Delivery operations with compiling and entering time & attendance data, and reconcile errors to maintain accurate and complete time & attendance records, all in timely and accurate manner
- Acts as subject matter expert for Times Services related to data and processes
- Ensures maintenance of all relevant HR related data is correct and complete
- Ensures compliance in line with relevant legislation, Data Privacy, Protection guidelines and other relevant guidelines across identified geographies
- Respects and follows the payroll calendar to prepare the necessary payroll inputs
- Supports NFCM and HR controls
- Resolves time & attendance related queries and issues within the standard established time frames raised by various stakeholders, incl. associates
- Provides regular training to new and established stakeholders on the use of the Time and Attendance system

Essential Requirements:

- Bachelor or Master's degree
- Excellent spoken and written English & Czech. Hungarian language will be an added advantage
- Relevant years of experience in Time Services / HR Services / HR operations / Payroll
- WorkDay / SAP system knowledge is advantage
- Comfortable working in a complex and rapidly changing work environment

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 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. Find out more about Novartis Business Services: <https://www.novartis.cz/>

Why Novartis:

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

Join our Novartis Network:

If this role is not suitable to your experience or career goals but you wish to stay connected to learn more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

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.

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

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

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