

# Human Resources Services Expert with German

Job ID  
REQ-10023940  
Oct 16, 2024  
Czech Republic

## Summary

-To support the development of P&O processes, principles, and guidelines for a small client group, as well as coordinate data analysis and evaluation, in support of the implementation and/or maintenance of processes / services / continuous improvement in scope.

## About the Role

### Key Responsibilities:

- Provide end to end support of HR Services related queries and requests regarding the entire employee lifecycle processes; respond to employee inquiries related to HR policies, procedures, and benefits as well as closely cooperate with our HR colleagues from Payroll, People Partners, Talent Acquisition and Rewards teams
- Ensure all necessary entry/change/exit procedures of employee life cycle including handling of legal documents; manage and archive documents in employee files.
- Perform data management in HR systems, filing confidential HR documents ensuring that employee files records are accurate, up-to-date and maintained in a timely manner.
- Payroll and Time & Attendance – perform timely payroll and time data changes in HR system, perform checks and exchange information with payroll vendor; archive supporting documents.
- Extract HR reports and perform analysis; assist with compliance reporting and regulatory requirements.
- Liaise with external organizations and local authorities (e.g. health insurance companies or social security administration) to ensure proper document flow handling
- Act as Subject Matter Expert for agreed topics; maintain reference documentations (e.g. manuals, training materials or work instructions); actively support transitions and projects in scope

### Key Requirements:

- Bachelor's degree required or equivalent working experience; diploma/certificate in HR/other related field is preferred
- Relevant years of experience in HR Services (or similar service providing organizations)
- Strong communication and analytical skills and attention to detail with ability to prioritize in fast-paced environment
- Fluent English and German
- Experience with Payroll processing is an advantage

### Nice to have:

- Experience with SAP and/or Workday is an advantage
- Knowledge of Service Now or another ticketing tool is an advantage

## **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](mailto: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

Temporary (Fixed Term)

Shift Work

No

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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](mailto: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.

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