

Human Resources Trainee

Job ID
REQ-10040937
Feb 25, 2025
Czech Republic

Summary

The primary focus of this role is to provide comprehensive support to People Services & Solutions teams throughout the one year rotation program while enhancing and expanding current skill set to effectively apply them to both current responsibilities and future opportunities.

About the Role

Key Responsibilities:

- Complete daily tasks assigned by line manager
- Gain an understanding of each PS&S team's core processes
- Provide support for transformation and technology initiatives.
- Contribute to articles, maintain and sustain the Knowledge Repository for countries in scope.
- Contribute to enhancement of work instructions based on QA findings and process modifications.
- Meet shift requirements defined by the supporting country.

Key Requirements:

- Previous internship or trainee experience nice to have
- Professional level of English both written and spoken
- Additional language is a plus (German, Slovene, French, Polish)
- Bachelor's degree in HR/Business Administration or related field
- Knowledge of MS Office, Word, PowerPoint, Excel

This contract is for limited period of time of 12 months.

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 17,500 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

Temporary (Fixed Term)

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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