

People & Organisation Intern

Job ID
REQ-10009372
Jun 21, 2024
Switzerland

Summary

3700! That's how many people our Global Clinical Operations P&O team supports world-wide. As P&O intern you will be responsible to support to the People and Organization operational processes, activities and analytics for the GCO function in Development. The People and Organization Intern will also be responsible for supporting the People and Organization team and function(s) in managing projects related to Organization, Talent, Culture and Operational Efficiencies; serving P&O and function deliverables. Preferred start date: Asap, preferably August 1st Latest start date: 1 year from assignment start date Duration: 12 months

About the Role

Major accountabilities:

Supports the P&O Organization with focus on data consolidation, analytics and support on key functional P&O projects.

- **P&O data analytics** -Supports with Functional P&O analytics and KPIs reporting- Analysis and interpretation of P&O relevant data/trends.
- Provide data and process support, coordination, and consolidation of information in Global, Region, and Countries to streamline P&O service delivery model in partnership with Various P&O , finance and other stakeholders.
- **Project Management** support in areas of Talent Management, Organization, Culture and Operational Excellence
- Participate in key P&O projects and provide related support- Project participation, coordination and management including scheduling, tracking, follow up on minutes.
- Supports P&O organization in scheduling and tracking relevant communication channels, meetings etc.

Minimum Requirements:

- Finished bachelor's degree and / or nearly finished master's degree in human resources, Organizational Psychology or Business Administration (graduation not longer than 12 months ago)

Skills:

- Analytical and problem-solving skills.
- Strong skills in tools of MS Word, Excel skills and MS PowerPoint. Knowledge of other analytical tools is a plus.
- Agility to work in a cross-functional international environment.
- Strong verbal and written communication and interpersonal skills

- Ability to build collaborative relationships.
- Ability to work independently and demonstrate initiative.

Languages :

- English. Fluent in both written and spoken English. Additional language, if used for local Business purposes.

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>

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 diversity.inclusion_ch@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>

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Division
People & Organization
Business Unit
Innovative Medicines
Location
Switzerland
Site
Basel (City)
Company / Legal Entity
C028 (FCRS = CH028) Novartis Pharma AG
Job Type
Full time
Employment Type
Early Talent (Fixed Term)
Shift Work

No

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