

# Hire to Retire Services Expert – CZ(SK)/HU

Job ID  
REQ-10019322  
Aug 16, 2024  
Czech Republic

## Summary

We are seeking a highly organized and detail-oriented team player with a passion for HR administration to join our diverse team in Prague. In the People & Organizational (HR) Services you will support associates and managers in the Czech Republic (or Slovakia) and Hungary. As a part of our team, you will work closely with other HR functions to ensure smooth and efficient operation of all HR processes.

## 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
- Closely cooperate with our HR colleagues from Payroll team, People Partners, Talent Acquisition, Time Services or Rewards
- 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 and actions in HR system, and filing of confidential HR documents
- Ensure that employee files records are accurate, up-to-date and maintained in a timely manner
- Payroll and/or 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
- 2+ years' experience in HR Services (or similar service providing organizations) is desired

- Strong communication and analytical skills and attention to detail
- Ability to prioritize and multi-task in a fast-paced environment
- Experience with SAP and/or WorkDay is an advantage
- Knowledge of Service Now or another ticketing tool is an advantage
- Excellent English and Hungarian; proficiency in Czech or Slovak (spoken and written) is a must
- Experience with payroll processing is welcome

**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  
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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2. <https://www.novartis.com/about/strategy/people-and-culture>
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