

# Human Resources Trainee

Job ID

REQ-10040937

Feb 25, 2025

República Checa

## Resumen

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](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>

División

People & Organization

Business Unit

CTS

Ubicación

República Checa

Sitio

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area

Recursos humanos

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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