

Principal, People Services & Solutions

Job ID

REQ-10042936

Mar 05, 2025

Repubblica Ceca

Sommario

This role will support the Global Head Country Delivery Excellence, People Services & Solutions (PS&S) and the Global Chief of Staff, PS&S in executing strategic initiatives, managing daily operations, and ensuring seamless coordination across. This role is pivotal in supporting organizational efficiency and effectiveness, acting as a trusted advisor and liaison to the leadership team.

About the Role

Key Responsibilities:

Your responsibilities include, but are not limited to:

- Assist in the development and implementation of strategic plans and initiatives. Provide insights and recommendations to support decision-making processes.
- Oversee daily operations, ensuring alignment with organizational goals. Support key projects and initiatives related to CDE and Chief of Staff, ensuring timely and successful execution. Follow-up on actions and complete any other tasks assigned by Head CDE or Chief off Staff.
- Serve as a key point of contact for internal and external stakeholders. Facilitate effective communication and collaboration across departments. Work closely with PS&S Communications as required.
- Provide administrative and operational support to the Global Head Country Delivery Excellence and Chief of Staff. Prepare agenda, reports, presentations, and other materials for leadership and other meetings. Follow-up on actions
- Build and maintain strong relationships with key stakeholders. May represent the Global Head Country Delivery Excellence and Chief of Staff in meetings and events as needed/where appropriate
- Identify opportunities for process improvements and implement best practices to enhance efficiency of CDE and CoS operations.

Essential Requirements:

- Bachelor's degree in Business Administration, Management, or a related field
- Relevant years of experience in similar role, preferably within global, complex environment
- Ability to think strategically and have strong analytical skills
- Excellent communication and stakeholder management skills
- Experience in working with confidential documentation
- Data visualization, data analysis skills preferred

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. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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>

Divisione

People & Organization

Business Unit

CTS

Posizione

Repubblica Ceca

Sito

Prague

Company / Legal Entity

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

Functional Area

Risorse umane

Job Type

Full time

Employment Type

Regular

Shift Work

No

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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 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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