

## Human Resources Trainee

Job ID  
REQ-10040937

2月 25, 2025

Czech Republic

### 摘要

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/>

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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>

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部门

People & Organization

Business Unit

CTS

地点

Czech Republic

站点

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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