

Global Mobility Specialist

Job ID
REQ-10043121
Mar 12, 2025
Spain

Summary

As a Global Mobility Specialist, you will be responsible for managing and supporting the relocation and immigration processes for employees moving internationally. You will work closely with P&O, HR, legal, and external vendors to ensure a smooth transition for employees and their families. This role requires a understanding of global mobility policies, to provide exceptional support and guidance. Additionally, you will support Global Mobility Managers and Regional Leads in all international assignment-related tasks, take over all IT/ILH related exception requests, and ensure that each granted request is aligned with the Global Mobility process before being approved by a Global Mobility Manager, Regional Leads, or Head of Global Mobility.

Location: Barcelona, Spain, Prague, Czech Republic #LI-Hybrid

About the Role

Your responsibilities will be but are not limited to:

- Coordinate and manage the end-to-end relocation process for international assignments
- Provide guidance and support to employees and their families throughout the relocation process
- Liaise with external vendors, including relocation service providers and immigration consultants
- Develop and maintain global mobility policies and procedures
- Conduct pre-departure briefings and orientation sessions for employees
- Monitor and report on the status of international assignments
- Handle any issues or challenges that arise during the relocation process
- Provide support to Business units such as P&O and TAS that are initiating international relocations
- Assist Global Mobility Managers and Regional Leads in various international assignment-related tasks
- Ensure that all IT/ILH related exception requests are aligned with the established Global Mobility process
- Engage with stakeholders, managers, HR teams, and external vendors to address queries and concerns
- Actively contribute to the continuous improvement of the IT/ILH process

Education, Qualifications, Skills and Experience

Essential for the role:

- Familiarity with international assignment processes and best practices, including immigration requirements and relocation logistics.
- Ability to collaborate effectively with cross-functional teams and stakeholders to achieve common goals
- Excellent verbal and written communication skills to engage with associates, managers, and external partners
- Strong organisational skills with the ability to manage multiple cases and prioritise tasks effectively

- Attention to detail and commitment to ensuring accuracy and compliance
- Ability to identify and address challenges, resolve issues, and provide creative solutions within the Global Mobility context
- Strong client service orientation to provide exceptional support to employees and managers
- Flexibility to adapt to changing business needs and support P&O on IT/ILH cases

Desirable for the role:

- Experience working with global mobility software/providers (Topia/Workday)

Commitment to Diversity & Inclusion:

We are committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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.spain@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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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

Universal Hierarchy Node

Location

Spain

Site

Barcelona Gran Vía

Company / Legal Entity

ES06 (FCRS = ES006) Novartis Farmacéutica, S.A.

Alternative Location 1

Prague, Czech Republic

Functional Area

Human Resources

Job Type

Full time
Employment Type
Regular
Shift Work
No
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