

# Ekspert kadrovskih storitev (m/ž/d) / P&O Services Expert (m/f/d)

Job ID

REQ-10028958

nov 18, 2024

République de Slovénie

## Résumé

Lokacija: Ljubljana, #LI-Hybrid

Vabimo izkušenega, motiviranega in profesionalnega kadrovskega navdušenca, da se nam pridruži v vlogi eksperta kadrovskih storitev! V tej vlogi boste odgovorni za izvajanje aktivnosti na področju kadrovske administracije z namenom zagotavljanja kakovostne, časovno ustrezne ter učinkovite obravnave zahtevkov strank v skladu z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji. Poleg tega boste odgovorni tudi za zagotavljanje storitev kadrovske administracije zaposlenim, vodjem, kadrovskim managerjem ter ostalim strokovnim službam na področju Kadrov v okviru definiranih procesov, ki se izvajajo v Sloveniji.

Pridružite se naši neverjetni ekipi v Novartis Slovenija in postanite del podjetja, ki preoblikuje medicino!

Location: Ljubljana, #LI-Hybrid

We are welcoming a highly experienced, motivated and professional HR enthusiast, to join us in the role of an P&O Services Expert! In this role you will be responsible for the conduct of HR administration activities to ensure quality, timely and efficient management of customer requests in accordance with the law, internal regulations, Good Practices, and business objectives. You will also be responsible for providing second-level expert services for employees, managers and HR community in Slovenia in the area of local processes, and acting as a subject matter expert for these services.

Join our outstanding team in Novartis Slovenia and become part of a company that is reimagining medicine!

## About the Role

### Vaše ključne odgovornosti:

- Zagotavljanje odgovorov na zahtevnejša vprašanja in transakcije, ki jih ni mogla rešiti skupina za kadrovske pomoči uporabnikom v globalnem storitvenem centru (GSC).
- Delovanje kot strokovnjak za kadrovske administracije, zunanje sodelavce, upravljanje časa in prisotnosti ter druge lokalno specifične procese.
- Zagotavljanje izobraževanja skupini za kadrovske pomoči uporabnikom z namenom povečanja uspešnosti reševanja lokalnih specifik.

- vzdrževanje podatkov v SAP, Workday in drugih informacijskih sistemih, podprtimi z ustreznimi dokumenti ter njihovo arhiviranje
- pripravljanje različnih enostavnih poročil in analiz ter izvajanje kontrol v okviru pristojnosti
- zagotavljanje skladnosti na področju kadrovske administracije, vzdrževanje kadrovskih podatkov ter skrb za dokumentacijo in podatke v skladu z internimi predpisi, standardi in zakonodajo
- sodelovanje pri notranjih in zunanjih presojah ter projektih v okviru pristojnosti
- zagotavljanje lokalno specifičnih pravnih dokumentov in obrazcev sodelavcev.

#### **Vaš doprinos k delovnem mestu:**

- Aktivno znanje angleškega jezika.
- Večletne delovne izkušnje s področja kadrovske administracije.
- Univerzitetna izobrazba kadrovske menedžerske ali druge ustrezne smeri.
- Napredno poznavanje Microsoft orodij.
- Natančnost, samoiniciativnost, proaktivnost, odzivnost ter izrazite komunikacijske in vodstvene sposobnosti.
- Prilagodljivost za delo v hitrem, hitro spreminjajočem se delovnem okolju in sposobnost delovanja v globalnem matričnem okolju.

Z izbranim kandidatom bomo sklenili delovno razmerje za določen čas s poskusno dobo 3 mesecev.

Prijave z življenjepisom v angleškem in slovenskem jeziku lahko oddate preko spletne povezave.

#### **Zakaj Novartis?**

Naš namen je soustvarjati medicino za izboljšanje in podaljševanje življenja ljudi, naša vizija pa je postati najbolj cenjeno in zaupanja vredno farmacevtsko podjetje na svetu. Kako lahko to dosežemo? S pomočjo naših ljudi. Prav naši sodelavci nas vsak dan spodbujajo, da dosežemo svoje ambicije. Postanite del te misije in se nam pridružite! Več na spodnji povezavi: <https://www.novartis.com/about/strategy/people-and-culture>

#### **Kaj nudimo:**

Konkurenčen plačni paket, letni bonus, fleksibilen način dela, z možnostjo prilagajanja urnika in delom od doma, pokojninsko shemo, shemo nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in družbenega počutja (Polni življenja) ter dogodke, neomejene priložnosti za učenje in razvoj.

#### **Predani smo raznolikosti in vključenosti**

Novartis si prizadeva ustvariti izjemno, vključujoče delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

#### **Pridružite se naši mreži Novartis:**

V kolikor se ne prepoznate v zgornjem opisu delovnega mesta, vas vabimo, da se vpišete na spodnji povezavi v Novartisovo bazo talentov saj lahko tako vašo vlogo upoštevamo za podobne pozicije v prihodnosti:

<https://talentnetwork.novartis.com/network>

#### **Major accountabilities:**

- Providing answers to complex questions and transactions which could not be solved by the HR Customer Care team in the Global Service Center (GSC).
- Acting as an expert for HR administration, external associates, time and attendance management, and

other local specific processes.

- Providing training to the HR Customer Care team in order to increase the success of the resolution of local specifics.
- Data maintenance in SAP, Workday and other information systems supported by relevant documents and their archiving.
- Preparation of various simple reports and analyzes and implementation of controls within the scope of competence.
- Ensuring compliance in the field of personnel administration, maintaining personnel data and taking care of documentation and data in accordance with internal regulations, standards and legislation.
- Participation in internal and external audits and projects within the scope of competence.
- Providing locally specific legal documents and forms to colleagues.

### **Minimum Requirements:**

- Active and fluent in English,
- Several years of experience in HR management,
- University degree in HR management or other equivalent degree ,
- Knowledge of Microsoft Office,
- Accuracy, self-initiative, pro activeness, responsiveness and strong communication skills,
- Flexibility to work in a fast paced, quickly changing work environment and ability to operate in a global matrix environment.

We offer temporary employment, with 3 months of probation period.

You are kindly invited to submit your application in English language, including CV.

### **Why Novartis?**

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

### **You'll receive:**

Competitive salary, Annual bonus, Flexible working schedule, tailored to your needs, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical, mental and social well-being, Unlimited learning and development opportunities.

### **Commitment to Diversity and Inclusion:**

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

### **Join our Novartis Network:**

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

**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

Emplacement

République de Slovénie

Site

Ljubljana

Company / Legal Entity

SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area

Ressources humaines

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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## **Accessibility and accommodation**

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversity.inclusion\\_slo@novartis.com](mailto:diversity.inclusion_slo@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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