

Time Service Delivery Specialist (Fixed term - 12 months)

Job ID
REQ-10085516
сен 09, 2026
Чехия

Сводка

#LI-Hybrid

Location: Prague, Czech Republic

This role is based in Prague, Czech Republic. Novartis is unable to offer relocation support: please only apply if accessible.

This is a fixed term role for 12 months.

This role is ideal for early-career professionals. You will support the operations of the Time Service Delivery Team for Austria, which is part of HR Operations.

About the Role

Key Responsibilities:

- Ensure continuity of business-as-usual time service delivery activities and support uninterrupted operations throughout the assignment.
- Accurately process high-volume manual data maintenance activities, ensuring timely and consistent execution of transactions.
- Maintain and update employee records, including names, start dates, end dates, and other time-related information, with a high degree of accuracy.
- Perform data quality checks and verify information to prevent errors, ensuring data is recorded against the correct employee record.
- Provide reliable operational support by managing routine transactions, demonstrating strong attention to detail, consistency, and accuracy in repetitive tasks.

Essential Requirements:

- Strong attention to detail
- Action-oriented mindset with a reliable and dependable approach to execution.
- Ability to perform high-volume manual data maintenance with consistency and precision.
- Strong focus and self-control when completing repetitive operational tasks.
- Ability to maintain confidentiality and handle employee data with care and accuracy.
- Fluent in English language, German is a plus.

Desirable Requirements:

- Experience in HR, time or payroll services is a plus.
- Experience with SAP HR module/ Workday is a plus.

Benefits & Rewards

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Annual Base Salary Range for role: CZK 440 860 to CZK 818 740

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

Read our brochure to learn more about our global total rewards offering: https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

What you will 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 Transport Allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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.

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.

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Primary location salary range

Kč440,860.00 - Kč818,740.00

Дивизион

People & Organization

Business Unit

Human Resources

Место

Чехия

Сайт

Prague

Company / Legal Entity

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

Functional Area

Управление персоналом

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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List of links present in page

1. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
2. <https://www.novartis.cz/>
3. <https://www.novartis.com/about/strategy/people-and-culture>
4. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Prague/Time-Service-Delivery-Specialist--Fixed-term---12-months-_REQ-10085516-1
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Prague/Time-Service-Delivery-Specialist--Fixed-term---12-months-_REQ-10085516-1