

Hire to Retire Services Expert (German Speaker)

Job ID
REQ-10087072
сен 04, 2026
Египет

Сводка

#LI-Hybrid

Location: Cairo, Egypt

This role is based in Cairo, Egypt. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

Step into a role where your expertise in HR operations directly shapes employee experience and service excellence. As an H2R Services Expert, you'll be at the heart of transforming strategic objectives into seamless operational delivery. You'll collaborate across teams to implement and improve processes, support data-driven decisions, and ensure that Novartis continues to lead with innovation and care in every aspect of People & Organization services.

About the Role

Key Responsibilities:

- Provide end to end support of HR Services related queries and requests regarding the entire employee lifecycle processes
- Respond to employee inquiries related to HR policies, procedures, and benefits as well as closely cooperate with our HR colleagues from Payroll, People Partners, Talent Acquisition and Rewards teams
- Ensure all necessary entry/change/exit procedures of employee life cycle including handling of legal documents
- Manage and archive documents in employee files
- Perform data management in HR systems, filing confidential HR documents ensuring that employee files records are accurate, up-to-date and maintained in a timely manner
- Liaise with external organizations and local authorities (e.g. health insurance companies or social security administration) to ensure proper document flow handling
- Act as Subject Matter Expert for agreed topics; maintain reference documentations (e.g. manuals, training materials or work instructions); actively support transitions and projects in scope

Essential Requirements

- Fluent German and English
- Bachelor's degree in HR or another related field is preferred
- Experience in HR Services (or similar service providing organizations) is a plus
- Strong communication skills
- Excellent analytical skills with attention to detail with ability to prioritize in fast-paced environment

Commitment to Diversity & Inclusion

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

Novartis is a proud member of the ILO Global Business and Disability Network and the Valuable 500, promoting the inclusion of people with disabilities in workplaces around the world. We also collaborate with international partners, such as Disability: IN, Purple Space, and Business Disability Forum to identify and develop best practice solutions to enable people with disabilities to participate as equal members of our organization.

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 \(PDF 30 MB\)](#)

Дивизион
People & Organization
Business Unit
Human Resources
Место
Египет
Сайт
New Cairo
Company / Legal Entity
EG02 (FCRS = EG002) Novartis Pharma S.A.E
Functional Area
Управление персоналом
Job Type
Full time
Employment Type
Regular
Shift Work

No

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