

Strokovni ekspert za operativno kadrovsko podporo (m/ž/d) / H2R Subject Matter Expert (m/f/d)

Job ID
REQ-10088981
Окт. 12, 2026
Словения

Сводка

Interni naziv pozicije / Internal job title: Strokovni ekspert za operativno kadrovsko podporo (m/ž/d) / H2R Subject Matter Expert (m/f/d)

Relocation Support: This role is based in Ljubljana, Slovenia. Novartis is unable to offer relocation support: please only apply if accessible.

Kot strokovni ekspert za operativno kadrovsko podporo boste pomembno prispevali k zagotavljanju doslednega, skladnega in učinkovitega izvajanja procesov H2R ter podpirali operativno odličnost na lokalni ravni. V tej vlogi boste zagotavljali strokovne usmeritve glede lokalnih procesnih zahtev, podpirali razvoj znanja pri zunanjih izvajalcih storitev ter sodelovali pri pobudah za zagotavljanje kakovosti, skladnosti, standardizacijo procesov in nenehne izboljšave. V sodelovanju z različnimi deležniki boste prispevali h kakovostnemu izvajanju storitev in pripravljenosti organizacije na spremembe.

As an H2R Subject Matter Expert, you will play a key role in ensuring the consistent, compliant, and efficient delivery of H2R processes while supporting operational excellence at the local level. In this role, you will provide guidance on country-specific process requirements, support knowledge enablement for service delivery partners, and contribute to quality, compliance, process standardization, and continuous improvement initiatives. Working closely with cross-functional stakeholders, you will help ensure high-quality service delivery and support organizational readiness for change.

About the Role

Vaše ključne odgovornosti:

- Skrb za procese Hire-to-Retire ter zagotavljanje pravilne uporabe lokalnih zahtev in izjem.
- Pripravljanje in vzdrževanje državno specifične procesne dokumentacije, navodil, podpornih gradiv in virov znanja.
- Omogočanje uspešnega izvajanja storitev s strani dobaviteljev skozi uvajanja, usposabljanja in aktivnosti prenosa znanja.
- Podpiranje aktivnosti s področja kakovosti, skladnosti in revizijske pripravljenosti z zbiranjem dokazil in spremljanjem ugotovitev.
- Spodbujanje reševanja ponavljajočih se procesnih izzivov v sodelovanju z relevantnimi deležniki.
- Podpiranje implementacije zakonodajnih, sistemskih, procesnih in organizacijskih sprememb v dodeljeni državi.
- Prepoznavanje in podpiranje pobud za standardizacijo, poenostavitev ter izboljšanje učinkovitosti in kakovosti storitev.

Vaš doprinos k delovnem mestu:

- Najmanj 3 leta delovnih izkušenj na področju kadrovskih procesov ali sorodnem področju.
- Dobro razumevanje kadrovskih procesov, izvajanja storitev ali upravljanja procesov.
- Izkušnje s pripravo procesne dokumentacije, učnih gradiv ali baz znanja.
- Dokazana sposobnost sodelovanja z različnimi deležniki ter prispevanja k izboljšavam procesov.
- Dobro poznavanje programov Microsoft Office (Excel, PowerPoint in Word).
- Aktivno znanje angleškega jezika, tako ustno kot pisno.

Zaželene izkušnje:

- Izkušnje z delom v okolju skupnih storitev, globalnih poslovnih storitev ali zunanjega izvajanja storitev.
- Poznavanje kadrovskih informacijskih sistemov ter okvirjev za upravljanje kadrovskih procesov.

Z izbranim kandidatom bomo sklenili delovno razmerje za **zaposlitev za določen čas** s poskusno dobo **6 mesecev**. Prijavo oddajte z življenjepisom v slovenskem in angleškem jeziku.

Nagrajevanje:

V Novartisu smo zavezani k soustvarjanju prihodnosti medicine ter priznavanju in nagrajevanju ljudi, ki to omogočajo.

Pričakovani letni osnovni razpon plače za delovno mesto:

- Slovenija: 26.600 – 49.400 €

Osnovna plača se določa na podlagi vnaprej opredeljenih in transparentnih kriterijev, kot so relevantne veščine, kompetence in izkušnje, ne glede na spol, ter v skladu z Novartisovo politiko določanja plač. Po zaposlitvi v Novartisu se plača periodično pregleda v skladu z internimi akti in postopki.

Plačna enakost je temeljno načelo naše kadrovske politike in odraža našo zavezo k ustvarjanju raznolikega, pravičnega in vključujočega okolja, ki vse zaposlene obravnava dostojanstveno in spoštljivo, kot je opredeljeno v našem Kodeksu etike.

Poleg osnovne letne bruto plače so zaposleni upravičeni tudi do spodaj navedenih ugodnosti:

- **Letni bonus**, ki pripada vsakemu zaposlenemu: 10% letne plače.
- **Regres za dopust**: Leta 2025 je znašal 2.496 € (neto). Za leto 2026 znaša 2.678,28 € (neto).
- **Nagrada za poslovno uspešnost**: Leta 2025 je znašala 2.538,64 € (bruto), skupaj z zimskim regresom.
- **Prostovoljno dodatno pokojninsko zavarovanje**: Novartis v Sloveniji zagotavlja prostovoljno dodatno pokojninsko zavarovanje (5,844 % bruto izplačila, letno omejeno na 3.224,18 €).
- **Zavarovanje**:

Dodatno nezgodno zavarovanje: V času zaposlitve pri Novartisu je zaposleni 24/7 zavarovan za primer smrti ali invalidnosti, ki bi bila posledica nezgode.

Zavarovanje – Specialisti: Kolektivno zdravstveno zavarovanje, ki omogoča hitrejši dostop do specialističnih zdravstvenih storitev pri Zavarovalnici Triglav d.d. za vas in vaše družinske člane.

- **Care Connect**: Program, ki ponuja zaupno, osebno podporo za vaše duševno zdravje in dobro počutje s pomočjo terapij, svetovanj, orodij in še mnogo več.
- Ostale ugodnosti v skladu z zakonom in kolektivno pogodbo: **Prevoz, prehrana ter ostali dodatki**.

Preberite brošuro in izvedite več o našem sistemu nagrajevanja: https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

Opomba: Ugodnosti se lahko razlikujejo glede na državo ter so skladni z lokalno zakonodajo, vključno z določili kolektivnih pogodb. Celovit pregled vašega paketa prejemkov, vključno z morebitnimi relevantnimi določbami kolektivne pogodbe, ki veljajo za vašo delovno mesto glede na lokacijo zaposlitve in delodajalca Novartis, vam bo posredovan v okviru nadaljnjih korakov zaposlitvenega postopka.

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.

Zakaj Novartis: Pomagati bolnikom in njihovim družinam zahteva več kot le inovativno znanost. Potrebna je skupnost zavzetih ljudi, kot ste vi. V Novartisu cenimo sodelovanje, podporo in navdihovanje drug drugega za razvoj prebojnih terapij, ki spreminjajo življenja pacientov. Ste pripravljeni ustvariti svetlejšo prihodnost skupaj z nami? <https://www.novartis.com/about/strategy/people-and-culture>

Key Responsibilities:

- Serve as the country expert for Hire-to-Retire processes, ensuring accurate application of local requirements and exceptions.
- Develop and maintain country-specific process documentation, job aids, guidance materials, and knowledge resources.
- Enable vendor success through onboarding, training, knowledge transfer, and ongoing capability-building activities.
- Support quality, compliance, and audit readiness activities by preparing evidence, tracking decisions, and addressing findings.
- Drive resolution of recurring process issues through cross-functional collaboration and stakeholder engagement.
- Support implementation of legislative, policy, system, and process changes impacting the assigned country.
- Identify and advance continuous improvement opportunities that enhance standardization, efficiency, and service quality.

Essential Requirements:

- Minimum 3 years of experience in Human Resources or a related field.
- Strong understanding of Human Resources operations, service delivery, or process management.
- Experience developing process documentation, training materials, or knowledge resources.
- Proven ability to collaborate with multiple stakeholders and influence process improvements.
- Proficiency in Microsoft Office applications, including Excel, PowerPoint, and Word.
- Fluent in English with strong written and verbal communication skills.

Desirable Requirements:

- Experience working in a shared services, global business services, or outsourced service delivery environment.
- Knowledge of Human Resources information systems and Human Resources process governance frameworks.

We offer **temporary employment** with **6 months** of probation period. Submit your application with the CV in Slovenian and English language.

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:

- Slovenia: €26.600 – 49.400

The 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.

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.

In addition to your base salary, you will be eligible for benefits listed below:

- **Annual bonus for all employees:** 10% of annual base salary.
- **Holiday allowance:** In 2025 it amounted to €2,496 (net). For 2026 it amounts to €2,678.28 (net).
- **Yearly performance-based bonus:** In 2025 it amounted to €2,538.64 (gross), including the winter allowance.
- **Voluntary supplementary pension insurance:** Novartis in Slovenia provides voluntary supplementary pension insurance (5.844% of gross salary, capped annually at €3.224,18).
- **Insurance:**

Additional accident insurance: During employment at Novartis, the employee is insured 24/7 in the event of death or disability resulting from an accident.

Specialist insurance: Group health insurance providing faster access to specialist healthcare services at Triglav Health Insurance Company d.d. for you and your family members.

- **Care Connect:** A program offering confidential, personalized support for mental health and well-being through therapy, counselling, tools, and more.
- Other benefits in accordance with legislation and collective agreements: **Transportation, meal allowance, and other supplements.**

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

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

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.

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

€26,600.00 - €49,400.00

Дивизион

People & Organization

Business Unit

Human Resources

Место

Словения

Сайт

Ljubljana

Company / Legal Entity

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

Functional Area

Управление персоналом

Job Type
Full time
Employment Type
Temporary (Fixed Term)
Shift Work
No

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 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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