

Apprentice & Adult Education Partner (m/f/d)

Job ID
REQ-10084961
авг 13, 2026
Австрия
Available in: English

Сводка

#LI-Hybrid

Location: Kundl / Schafftenau, Austria

Relocation Support: Novartis is unable to offer relocation support for this role. Please only apply if this location is accessible for you.

Please note, this is temporary based position (cover during Maternity Leave).

This role supports the delivery of key People & Organization (P&O) processes, including employee lifecycle events, talent management, employee relations, rewards, employer branding, and reporting. The Apprentice & Adult Education Expert is responsible for implementing P&O-related changes within the education department while working closely with the department lead. The position also contributes to apprentice recruitment, onboarding, development, personnel marketing, communication activities, and creating a positive candidate and learning experience.

About the Role

Key Responsibilities

- Provide credible P&O People Partnering for all apprentices / adults and the Apprentice & Adult Education department
- Drive the execution of the local implementation of organizational changes in line with country regulations / policies, clarifications with works council and youth works council
- Professional support in conducting recruiting and on-site education
- Strengthening the public presence of the Novartis education department, significantly expanding social media presence

Essential Requirements

- Several years of generalist HR experience across employee life-cycle
- High social skills, you should like to work with young people
- Strong interest and/or connection to apprenticeship education
- Austrian labor law knowledge
- Excellent communication skills, organizational talent and strong team player
- Full working proficiency in German and English

You'll receive:

You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

In addition to a market-competitive base salary, we offer an attractive incentive program, a modern company pension scheme, childcare facilities, learning and development opportunities as well as worldwide career possibilities within the Novartis group. In accordance with Austrian law, we are obliged to disclose the minimum salary as stated in the collective bargaining agreement. For this position the minimum salary is € 65,605.54 /year (on a full-time basis). In most cases, the actual salary will be higher, as we strive to maintain a competitive position in the market and consider your previous experience, qualifications and individual competencies.

Commitment to Diversity & Inclusion:

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

Adjustments for Applicants with Disabilities:

If because of a medical condition, physical disability or a neurodiverse condition you require an adjustment during the recruitment process, please reach out to disabilities.austria@novartis.com and let us know the nature of your request as well as your contact information. The support which we can provide will include advice on suitable positions as well as guidance at all stages of the application process. Austrian law provides candidates the opportunity to involve the local disability representative, Behindertenvertrauensperson (BVP), in the application process. If you would like to request this, please let us know in advance as a note on your CV.

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
€66,918.00 - €105,800.00

Дивизион
People & Organization
Business Unit
Other
Место

Австрия
Сайт
Kundl
Company / Legal Entity
AT33 (FCRS = AT033) Novartis Pharmaceutical Manufacturing GmbH
Alternative Location 1
Schaftenau, Австрия
Functional Area
Управление персоналом
Job Type
Full time
Employment Type
Temporary (Fixed Term)
Shift Work
No

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