

Recruitment Experience Partner (REP) - DACH

Job ID

REQ-10072003

Mar 31, 2026

LOC_AT

About the Role

Location

Schaftenau or Vienna, Austria

This role is based in Schaftenau or Vienna, Austria. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

Key responsibilities

- Act as the main point of contact for candidates, guiding them from first interaction through offer and ensuring a seamless experience.
- Conduct first round of RS interviews and extend offers for high-volume roles (levels 5 and below) in close partnership with RBP.
- Execute core recruiting activities consistently across business units: screening, shortlisting, communication, and interview coordination.
- Support RBPs on senior or complex hiring through shortlist validation, applicant management, and reactive sourcing when needed.
- Keep Workday fully updated and follow RS-defined process steps, standards, and timelines to ensure accuracy, quality, and compliance.
- Provide insights and feedback to continuously improve the candidate experience and RS processes.

Essential requirements

- 3–5+ years' recruiting experience (in house or agency), ideally in high volume or multi market environments.
- Fluent in German. Strong skills in candidate communication, screening, and shortlisting.
- Ability to operate confidently in a standardized, tech enabled processes (e.g., Workday). Commitment to data quality, compliance and process discipline.
- Collaborative mindset, able to influence and partner effectively with RBPs and hiring teams.
- A commitment to delivering an experience that is fast, fair, and human.

Desirable requirements

- Experience across multiple functions and European countries, effectively navigating enterprise and local P&O policies and standards.
- Fluency in additional European languages besides English and German.

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/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. We are open for part-time and job-sharing models and support flexible and remote working where possible.

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.

Role Requirements

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 \(PDF 30 MB\)](#)

Division

DIV_PO

Business Unit

Human Resources

Location

LOC_AT

Site

Schaftenau

Company / Legal Entity

AT33 (FCRS = AT033) Novartis Pharmaceutical Manufacturing GmbH

Functional Area

FCT_HR

Job Type

Full time

Employment Type

Regular

Shift Work

No

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