

# Recruitment Solutions Pre-boarding Americas

Job ID

REQ-10074932

Mar 31, 2026

LOC\_MX

## About the Role

Key Responsibilities:

- Pre-boarding country specialist:
- Offer letter creation and management (in the local language)
- Initiation of mobility/relocation and visa support where needed
- Initiate and track employment checks including drug and medical screenings as required, and flagging discrepancies to team lead for review and completion of relevant forms to document discrepancies or offer rescinds due to background checks

Essential Requirements:

- Education: Bachelor's degree preferred
- Languages: Strong written and spoken English and Spanish
- Required Experience: At least 1 year of experience managing coordination and/or administrative activities
- Ability to manage local / global stakeholders in a remote working environment
- Proven ability to be proactive, detail-oriented, problem-solver, and adaptable to change
- Advanced knowledge of the Microsoft Office suite of products (Word, Excel, PowerPoint, Teams)

Desirable experience:

- Portuguese
- Familiarity with systems such as Hire Right, Paradox scheduling tool, and/or Workday
- Experience in any of the focus areas preferred i.e. managing background checks, contract or HR document generation and management, global mobility or visa processing, HR management.

## Role Requirements

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Division

DIV\_PO

Business Unit

Human Resources

Location

LOC\_MX

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

FCT\_HR

Job Type

Full time

Employment Type

Regular

Shift Work

No

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