

Recruitment Experience Partner (REP) - Europe Flex

Job ID

REQ-10072028

Apr 09, 2026

LOC_IE

About the Role

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.
- 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.

Diversity & Inclusion Statement

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

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_IE
Site
Dublin (NOCC)
Company / Legal Entity
IE02 (FCRS = IE002) Novartis Ireland Ltd
Functional Area
FCT_HR
Job Type
Full time
Employment Type
Regular
Shift Work
No
[Apply to Job](#)

Job ID
REQ-10072028

Recruitment Experience Partner (REP) - Europe Flex

[Apply to Job](#)

Source URL: <https://prod1.jobapi.novartis.com.cn/req-10072028-recruitment-experience-partner-rep-europe-flex>

List of links present in page

1. <https://prod1.jobapi.novartis.com.cn/req-10072028-recruitment-experience-partner-rep-europe-flex>
2. <https://www.novartis.com/about/strategy/people-and-culture>
3. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Dublin-NOCC/Recruitment-Experience-Partner--REP----Europe-Flex_REQ-10072028-2
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Dublin-NOCC/Recruitment-Experience-Partner--REP----Europe-Flex_REQ-10072028-2