

# Recruitment Experience Partner – 12 month Fixed Term Contract

Job ID

REQ-10080263

Jun 15, 2026

LOC\_CA

## About the Role

#LI-Hybrid requires 12 days per month with the office.

This role is based in Toronto, Canada.

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

This job posting is not for an existing position.

### 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 Criteria:

- Bachelor's degree in related field.
- 5+ years' recruiting experience (in house or agency), ideally in high volume or multi market environments and Pharma Industry.
- 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 other HR colleagues.
- A commitment to delivering an experience that is fast, fair, and human.

### Desirable Criteria:

- French proficiency.
- Pharma industry experience
- Experience across multiple functions with regional scope, effectively navigating enterprise and local P&O policies and standards.

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen. Expected Remuneration Range for role: CAD 97,000.75 - 135,00.7

The base 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.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

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.

Read our [brochure](#) to learn more about our global total rewards offering:

[https://www.novartis.com/sites/novartis\\_com/files/novartis-life-handbook.pdf](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. A full overview of your compensation package applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

At Novartis Canada, we are determined to be a valued partner and advocate, with a deep understanding of patient needs along the entire care journey – from drug development, to diagnosis, to access and beyond. Part of the way we are doing this is by leveraging data, technology, and partnerships.

Research & Development: we focus on four core therapeutic areas: Cardiovascular, Renal & Metabolic, Immunology, Neuroscience and Oncology. We also develop and deliver treatments through other promoted and established brands, which today are helping millions of patients. Over the last three years, our average annual research and development investment in Canada was over \$30 million, and we conduct clinical trial research in every region throughout Canada.

Commitment to Diversity and Inclusion: Novartis is committed to building outstanding, inclusive work environment and diverse team's representatives of the patients and communities we serve.

## 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\_CA

Site

Toronto

Company / Legal Entity

CA04 (FCRS = CA004) NOVARTIS PHARMA CANADA INC.

Functional Area

FCT\_HR

Job Type

Full time  
Employment Type  
Regular  
Shift Work  
No  
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