

Recruitment Experience Partner USA

Job ID

REQ-10086118

Aug 27, 2026

LOC_MX

About the Role

Key Responsibilities

- Build trusted candidate relationships through proactive, transparent, and timely communication.
- Deliver screening, shortlisting, interview coordination, candidate communication, and offer extension activities.
- Represent the Novartis employer brand consistently throughout every candidate interaction.
- Partner with Recruitment Business Partners and stakeholders to execute hiring needs effectively.
- Maintain accurate Workday data while following recruitment processes, standards, timelines, and compliance requirements.
- Identify opportunities to enhance candidate and stakeholder experiences through technology and continuous improvement.

Essential Requirements

- Five or more years of in-house or agency recruiting experience.
- At least 3+ years of recruitment experience within the United States talent market is a must.
- Advanced English proficiency with strong verbal and written communication skills is a must.
- Experience using applicant tracking systems and recruiting technologies, preferably Workday.
- Excellent stakeholder management, relationship-building, collaboration, and customer service capabilities.
- Curiosity about artificial intelligence and willingness to use technology to improve recruiting outcomes.

Desirable Requirements

- Experience supporting high-volume recruitment within a global or regional organization.
- Proficiency in French and/or Portuguese, with the ability to support candidates and stakeholders across diverse markets is a plus.
- Experience in Innovative Technology is considered a plus.

Accessibility and Accommodation

Novartis is committed to work with and provide reasonable accommodation to individuals with disabilities.

If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to tas.mexico@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Accesibilidad y Adaptaciones

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad.

Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a tas.mexico@novartis.com y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

Role Requirements

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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