

Manager, Talent Acquisition/Staffing (Temporary Assignment)

Job ID

REQ-10088056

Oct 06, 2026

LOC_MX

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 Criteria:

- Bachelor's degree in related field.
- 5+ years' recruiting experience in Mexico a USA markets, ideally in high volume, from entry to senior levels in the healthcare industry.
- Strong skills in candidate communication, screening, and shortlisting.
- Ability to operate confidently in a standardized, tech enabled processes. 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.
- Fluency in English and Spanish both written and verbal.

Desirable Criteria:

- Experience across multiple functions with regional scope, effectively navigating enterprise and local policies and standards.

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.

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 \(PDF 30 MB\)](#)

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

[Apply to Job](#)

Job ID

REQ-10088056

Manager, Talent Acquisition/Staffing (Temporary Assignment)

[Apply to Job](#)

Source URL: <https://prod1.jobapi.novartis.com.cn/req-10088056-manager-talent-acquisitionstaffing-temporary-assignment>

List of links present in page

1. <https://prod1.jobapi.novartis.com.cn/req-10088056-manager-talent-acquisitionstaffing-temporary-assignment>
2. <mailto:tas.mexico@novartis.com>
3. <https://www.novartis.com/about/strategy/people-and-culture>
4. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/INSURGENTES/Manager--Talent-Acquisition-Staffing--Temporary-Assignment-_REQ-10088056-1
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/INSURGENTES/Manager--Talent-Acquisition-Staffing--Temporary-Assignment-_REQ-10088056-1