

## HR Specialist - Hire to Retire (Temporary position)

Job ID  
REQ-10085833  
авг 18, 2026  
Мексика

### Сводка

Internal title: H2R Specialist - temporary

#LI-Hybrid

Location: Mexico City, Insurgentes

### About the Role

At Novartis, we are reimagining medicine to improve and extend people's lives, and great employee experiences begin with exceptional People & Organization (P&O) support. As an HR Specialist, you will play a key role in delivering high-quality HR services and administrative support to employees, managers, and business stakeholders. You will contribute to service excellence by supporting HR processes, resolving inquiries, maintaining accurate data, and participating in continuous improvement initiatives that enhance efficiency and the employee experience.

Please note: This is a temporary position.

### About the Role

- Provide administrative support for People & Organization services, ensuring consistent execution of HR processes, policies, and standards.
- Manage and resolve employee and manager inquiries, partnering with subject matter experts and escalation teams when necessary.
- Perform user administration activities, including access management, service request tracking, and troubleshooting support.
- Prepare reports, metrics, and analyses that support service delivery, operational effectiveness, and decision-making.
- Support country and business unit HR projects, contributing to process improvements and operational excellence initiatives.
- Collaborate with stakeholders to ensure timely, accurate, and customer-focused service delivery while maintaining compliance with established procedures.

### Essential Requirements

- Bachelor's degree in Human Resources, Business Administration, Psychology, Communications, or a related field.
- Experience supporting HR operations, shared services, employee services, administration, or customer support processes.
- Strong organizational skills with the ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Excellent communication and stakeholder management skills with a customer-service mindset.
- Strong analytical skills and proficiency with Microsoft Office applications, including Excel, Word, and PowerPoint.
- Fluency in English and Spanish, both written and spoken.

### Desirable Requirements

- Experience working within HR shared services, service delivery, or multinational environments.
- Knowledge of HR systems, case management tools, service management platforms, or process improvement methodologies. Workday and/or HRCore highly preferred.

### Commitment to Diversity & Inclusion

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

We believe that inclusion, curiosity, and collaboration drive innovation and help us better understand and meet the needs of patients worldwide. We are committed to creating an environment where every associate feels valued, respected, and empowered to contribute their unique perspectives.

## 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](mailto: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.

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](mailto: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.

## Why Novartis

Helping people with disease and their families takes more than innovative science. It takes a community of passionate people collaborating, supporting one another, and driving innovation that changes patients' lives.

At Novartis, you'll have the opportunity to grow your career, make a meaningful impact, and help reimagine medicine for millions of people around the world.

**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 \(PDF 30 MB\)](#)

Дивизион

People & Organization

Business Unit

Human Resources

Место

Мексика

Сайт

INSURGENTES

Company / Legal Entity

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

Functional Area

Управление персоналом

Job Type

Full time

Employment Type

Regular

Shift Work

No

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