

Recruitment Experience Partner USA

Job ID
REQ-10086118
авг 27, 2026
Мексика

Сводка

#LI-Hybrid

Location: Mexico City, Mexico

Relocation Support: This role is based in Mexico City, Mexico. Novartis is unable to offer relocation support: please only apply if accessible.

Are you passionate about creating recruiting experiences that are fast, engaging, and genuinely human? As a Recruitment Experience Partner USA, you will be the primary face of Novartis for candidates, guiding them through each stage of the hiring journey with clarity and care. Based in Mexico City and supporting the United States talent market, you will partner closely with Recruitment Business Partners and cross-functional stakeholders to deliver consistent, high-quality recruitment at scale. This is an opportunity to combine candidate engagement, operational excellence, and technology to help outstanding talent discover their future at Novartis.

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.

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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