

Manager, Talent Acquisition/Staffing (Temporary Assignment)

Job ID
REQ-10088056
Окт. 06, 2026
Мексика

Сводка

We're a team of dedicated and smart people united by a drive to achieve together. You will be the front-line recruiter and primary face to our candidates, delivering a smooth, fast, and human experience across high volume hiring. You will partner closely with Recruitment Business Partner (RBP) to translate hiring needs into consistent, high quality execution - ensuring clarity, speed, and a positive journey for every candidate. This role is a cornerstone of our Recruitment Solutions (RS) model, designed to deliver a fast, fair, human hiring experience at scale.

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 \(PDF 30 MB\)](#)

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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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