NOVARTIS

Recruitment Experience Partner

Job ID
REQ-10091803
Ноя. 24, 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.

Ready to shape a hiring experience where speed, quality, and a human touch go hand in hand? As a Recruitment Experience Partner, you'll be at the heart of the candidate journey, creating a smooth and engaging experience from first contact through offer. Working closely with Recruitment Business Partners, you'll turn hiring needs into consistent, high-quality recruitment delivery while helping Novartis provide a fast, fair, and personal experience for every candidate.

About the Role

Key Responsibilities

- Own the candidate journey from initial contact through offer, delivering a seamless and engaging experience.
- Conduct first-round interviews and extend offers for high-volume roles in partnership with Recruitment Business Partners.
- Screen and shortlist applicants consistently, identifying candidates who best match role requirements.
- Coordinate interviews and maintain clear, timely communication with candidates throughout the recruitment process.
- Maintain accurate recruitment data in Workday, following defined processes, standards, and timelines.
- Deliver recruitment activities with a strong focus on quality, compliance, consistency, and candidate experience.

Essential Requirements

- At least two to three years of in-house or agency recruitment experience supporting Mexico, US will be an advantage.
- Fluency in English and Spanish.
- Strong candidate communication, screening, and shortlisting skills.
- Confidence working within standardized, technology-enabled recruitment processes, including Workday.
- Strong commitment to data accuracy, compliance, process discipline, and a high-quality candidate experience.
- Great organizational skills managing a high volume of requisitions.

Commitment to Diversity and Inclusion

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

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)

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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