

# HR Coordinator Preboarding

Job ID  
REQ-10081563  
июл 10, 2026  
Мексика  
Available in: English

## 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.

Be at the heart of creating exceptional first impressions—this role gives you the unique opportunity to shape every new hire's Day 1 experience. As Recruitment Solutions Preboarding Coordinator, you will play a critical role in ensuring that every step of the hiring journey runs smoothly, efficiently, and seamlessly. From coordinating key processes to maintaining compliance and quality, your work will directly impact how new talent joins and experiences Novartis, setting the foundation for their success from day one.

## About the Role

### Key Responsibilities

- Manage preboarding activities including background checks, medical checks, and documentation workflows
- Ensure timely and compliant execution of all administrative hiring processes
- Collaborate with recruiters, HR partners, and cross-functional teams to enable Day 1 readiness
- Identify process gaps and continuously improve workflows to enhance hiring efficiency and candidate experience

### Essential Requirements

- Minimum 2 years of experience in an administrative or coordination role within human resources or talent acquisition
- Strong organizational skills with the ability to manage multiple tasks and prioritize effectively
- Excellent communication skills and ability to collaborate with diverse stakeholders
- English and Spanish is a must
- High attention to detail with a focus on quality and process compliance
- Ability to work in a fast-paced environment while meeting deadlines and service level expectations

### Desirable Requirements

- Experience working with applicant tracking systems or human resources information systems
- Exposure to recruitment or preboarding processes in a multinational or shared services environment
- Portuguese is desirable

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](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 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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