

## Recruitment Experience Partner - Flex

Job ID  
REQ-10074636

3月 23, 2026

Czech Republic

### 摘要

As a Recruitment Experience Partner (REP) - Flex, 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

#### Job Description

#### Major accountabilities:

- 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.

#### Minimum Requirements:

- 3+ years ' recruiting experience (in house or agency), ideally in high volume or multi market environments.
- Strong English proficiency and additional language fluency.
- Strong skills in candidate communication, screening, and shortlisting.
- Ability to operate confidently in a standardized, tech enabled processes (e.g., Workday). Commitment to data quality, compliance and process discipline.
- Collaborative mindset, able to influence and partner effectively with RBPs and hiring teams.
- A commitment to delivering an experience that is fast, fair, and human.

#### Desirable requirements

- Experience across multiple functions with regional scope, effectively navigating enterprise and local P&O policies and standards.

#### Diversity & Inclusion Statement

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

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 \(PDF 30 MB\)](#)

部门  
People & Organization

Business Unit  
Human Resources

地点  
Czech Republic

站点  
Prague

Company / Legal Entity  
CZ02 (FCRS = CZ002) Novartis s.r.o.

Functional Area  
Human Resources

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] }; // Check and add plugins only if they exist if
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(KalturaPlayer.plugins["transcript"]) { config.plugins["playkit-js-transcript"] = { position: "right", //
Default: bottom;('left', 'right', 'top', 'bottom') to enable transcript. expandMode: "over", // Default:
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config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } }; }

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kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
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media. kalturaPlayer.loadMedia({entryId: "1_dgfvmafo"}); } catch (e) { console.error(e.message) }

```

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 working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions

of a position, please send an e-mail to [di.cz@novartis.com](mailto:di.cz@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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