NOVARTIS

Recruitment Experience Partner

Job ID
REQ-10090563

十月 27, 2026

Brazil

摘要

To lead the delivery of high-quality recruitment services for assigned roles, ensuring a strong candidate experience, effective stakeholder partnership, proactive sourcing, sustainable talent pipelines and accurate, compliant recruitment processes. The role also acts as a trusted Talent Advisor and contributes through coaching, project workstreams, process improvement, and data reporting.

About the Role

Key responsibilities:

- Lead recruitment delivery for assigned roles and ensure activities are completed within agreed service level agreements (SLAs), including CV review, recruiter screening interviews, interview scheduling and offer extension.

- Act as the primary point of contact for candidates, represent Novartis as a brand ambassador and provide detailed, timely feedback following recruiter screening or business interviews.

- Partner with internal stakeholders, including RBPs and Preboarding, as the key point of contact, providing clear and timely communication, feedback and issue resolution.

- Conduct proactive sourcing for hard-to-fill roles and build sustainable talent pipelines to support always-on recruitment needs.

- Ensure data validity, process compliance and accurate record management throughout the recruitment process in Workday.
- Provide day-to-day leadership, mentoring and coaching to colleagues, including acting as an onboarding buddy and subject matter expert.
- Act as a trusted Talent Advisor to the P&O community via responsibilities as a Country POC.

- Lead or project-manage recruitment delivery initiatives, including POD leadership, workstreams and projects outside core delivery.

- Identify and implement process improvements that enhance recruitment quality, efficiency, and candidate or stakeholder experience.

- Produce and contribute to recruitment data reporting, including MBR and QBR inputs, and translate market insights into practical recommendations.

Requirements:

- Bachelor degree
- Proven experience in recruitment with high expertise in Brazil local market and regional scope
- Advanced English proficiency
- Experience in generating exceptional candidate experiences
- Desirable: Experience in Pharma Industry

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
Brazil

站点
Santo Amaro

Company / Legal Entity
BR03 (FCRS = BR003) NOVARTIS BIOCIENCIAS S.A

Functional Area
Human Resources

Job Type
Full time

Employment Type
Regular

Shift Work
No

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