NOVARTIS

Recruitment Experience Partner, APMA Flex

Job ID
REQ-10072033
апр 14, 2026
Малайзия

Сводка

As a Recruitment Experience Partner (REP), you will be the front-line recruiter and primary face to our candidates, delivering a smooth, fast, and human experience across high volume hiring. Your particular focus will be the Recruitment Solutions supported markets in APMA.

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.

Location
<Kuala Lumpur, Malaysia>
This role is based in Kuala Lumpur, Malaysia. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

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's experience and RS processes.

Essential requirements

- 5+ years' recruiting experience (in house or agency), ideally in high volume or multi market environments.
- 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 and APAM markets, effectively navigating enterprise and local P&O policies and standards.
- Fluency in English and Mandarin. Additional APMA languages is a big plus.

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)

Дивизион
People & Organization
Business Unit
Human Resources
Место
Малайзия
Сайт
Selangor
Company / Legal Entity
MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)
Functional Area
Управление персоналом
Job Type
Full time
Employment Type
Regular

Shift Work
No

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