

# Lead REP USA

Job ID  
REQ-10072486  
май 29, 2026  
Мексика

## Сводка

At Novartis, we are reimagining medicine to improve and extend people's lives — and this starts with attracting the best talent. As the Recruitment Solution, Recruitment Business Partner you will drive recruitment process and efficiency.

Recruitment Experience Partner- Lead is responsible for delivering exceptional hiring outcomes for all US divisions and managing a team of REPs.

You will shape how we attract talent at scale, drive consistent excellence in recruitment processes, and partner closely with Recruitment Business Partners to anticipate business needs and solve for future workforce challenges.

This is a role you will be a collaborative talent partner who thrives in a fast-paced environment and is motivated by impact, innovation, and continuous improvement.

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

## About the Role

### Summary:

Coordinates closely with RBPs to tailor recruitment approaches to BU-specific needs in the region.  
Leads the regional REP team and the execution of high-volume recruiting activities.

### Key Accountabilities:

- Leading REP team to ensure recruitment of the best talents regionally for high-volume roles
- Embedding standardized processes, tools, and performance measures within the region
- Driving local coordination with RBP to tailor recruitment strategies and with Recruiting Solutions Excellence teams for continuous improvement
- Overseeing the full performance management lifecycle of the REP team

### Key Responsibilities:

#### REP Regional Leadership:

- Leads and develops REP teams, while planning REP capacity, allocating workload and resources (incl. job requisition assignment)
- Drives regional process efficiency by ensuring seamless system use, standardization, and adoption of automation and AI enhancements
- Ensures seamless collaboration with RSE, RBP and talent mgmt. in the region
- Monitors key success metrics for the team to foster continuous improvement

#### Recruiting Execution:

- Serves as candidate point of contact, conducts phone screening, extends offer letter for high-volume recruitment (levels 5 and below) - overseen by RBP teams
- Supports RBP teams in senior role recruitment (level 6 and above), e.g., CV screening, reactive sourcing
- Achieves recruiting targets at the regional level, while ensuring high-quality of hires and anticipating local risks in hiring and setting mitigation plans
- Reports regional hiring trends & market intelligence to ensure recruitment of the best talents

### Capabilities:

- Mastery of:
  - Recruitment process excellence
  - Positive candidate interface
  - Agility & prioritization
  - Network leadership & collaboration
- Knowledge of and Experience with:
  - High-volume candidate selection
  - Market & talent understanding
  - Communication & service orientation
- Understanding of:
  - Talent sourcing

### Experience Requirement:

- 8+ years experience in recruitment either in an agency or inhouse talent acquisition team
- A minimum of 3+ years recent experience in managing teams globally
- Working hours to partnering with global matrix team
- Bachelor's degree preferred

**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

## 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.

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