

## Recruitment Experience Partner Lead - Flex Team (m/f/d)

Job ID  
REQ-10080363  
Июн. 08, 2026  
Чехия

### Сводка

As a REP Lead for Flex team, you will lead and develop a high-performing REP team and serve as the regional anchor for frontline recruiting - driving capacity planning, consistent execution, and adoption of automation/AI to deliver a fast, fair, and human hiring experience at scale.

You will partner closely with RBPs, RS Strategy & Excellence, and Talent Management to ensure clear standards, clean handoffs, and outstanding outcomes for candidates and hiring managers.

### Location

Prague, Czech Republic.

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

### About the Role

#### Major accountabilities:

- Team leadership & capacity planning: Plan REP capacity, allocate workload and requisitions, coach the team, and create a culture of ownership, quality, and continuous improvement.
- Process excellence & enablement: Drive consistent use of RS standards and tools (incl. Workday), and foster standardization, automation, and AI enhancements to remove friction and increase speed.
- Frontline recruiting oversight: Ensure high-quality delivery for high-volume roles — from first interview through offer; support senior/complex hiring (L6+) with shortlist validation, CV review, and reactive sourcing as needed.
- Risk, insights & reporting: Anticipate local / regional hiring risks, implement mitigation plans, and report regional trends and market intelligence to inform strategy. Define and track KPIs that uphold RS quality and consistency.
- Cross-functional partnership: Coordinate closely with RBPs to tailor strategies to business needs and with RS Strategy & Excellence to embed improvements and maintain global standards.

#### Key performance indicators:

- Feedback from internal partners and client groups - RS KPI's – diversity, time to hire -Successful achievement of project milestones

#### Minimum Requirements:

- 8+ years' recruiting experience, including experience leading teams in fast-paced, high-volume environments (agency or in-house).
- Demonstrated ability to lead, coach, and scale recruiting teams using standardized processes and technology (e.g., Workday) to deliver consistent outcomes.
- Strength in candidate experience, offer execution, and data-driven decision-making; comfort with automation/AI in recruiting workflows.
- Proven collaboration and influence without authority across regions, functions, and stakeholder groups (RBPs, RS Excellence, Talent Management).
- Experience across multiple functions and European countries, effectively navigating enterprise and local P&O policies and standards.
- Experience leading complex projects with an enterprise dimension.
- Fluency in additional European languages besides English.

#### Benefits and rewards

Read our handbook to learn about all the ways we'll help you thrive personally and professionally:

<https://www.novartis.com/careers/benefits-rewards>

#### 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

Чехия

Сайт

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o.

Functional Area

Управление персоналом  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No

### 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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