

Recruitment Experience Partner (1 Year Contract)

Job ID
REQ-10086024
авг 31, 2026
Чехия

Сводка

Job Description Summary
#LI-Hybrid

Location: Prague, Czech Republic

Relocation Support: This role is based in Prague, Czech Republic. Novartis is unable to offer relocation support: please only apply if accessible.

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. 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.

For this position, we are specifically seeking candidates with experience in recruiting for IT Tech and AI roles, with fluency in English together with another European language preferably, alongside experience that strongly matches the operational needs of the role.

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 Recruitment Solutions interviews and **extend offers** for high volume roles (levels 5 and below) in close partnership with Recruitment Business Partners.
- 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.

Essential Requirements

- **3+ years' recruiting experience** (in house or agency), in high volume or multi market environments.
- Technical/IT or R&D functional recruiting experience
- Headhunting/sourcing capabilities
- For this position, we are specifically seeking candidates with **fluency in English, additional European language beneficial (Dutch, Spanish, Italian, French)**.
- 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 People & Organizational policies and standards.

Benefits & Rewards

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Annual Base Salary Range for role: 577,920.00 to 1,073,280.00 CZK Annual

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

Read our brochure to learn more about our global total rewards offering: https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

What you will receive

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement); 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transport Allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about

Commitment to Diversity and Inclusion

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 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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 \(PDF 30 MB\)](#)

Primary location salary range

Kč577,920.00 - Kč1,073,280.00

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

Temporary (Fixed Term)

Shift Work

No

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