

Senior Recruiter (Recruitment Experience Partner)

Job ID
REQ-10081602
Июн. 18, 2026
Япония
Available in: English

Сводка

The Recruitment Experience Partner will be responsible for managing end-to-end recruitment activities for the Novartis Japan Commercial portfolio. Based in Tokyo, this role will partner closely with hiring managers, business leaders, People & Organization colleagues, and regional or global Talent Acquisition teams to deliver effective hiring outcomes.

The successful candidate will act as a trusted talent advisor, providing recruitment strategy, market insights, sourcing expertise, and candidate management throughout the hiring lifecycle. This role requires strong bilingual capability in Japanese and English, senior-level recruitment experience, and the ability to work effectively in a matrixed, international environment.

This is a hybrid role based in Tokyo, with office attendance required 12 days per month.

About the Role

Major Accountabilities

- Manage end-to-end recruitment for positions across the **Novartis Japan Commercial portfolio**.
- Partner with hiring managers and business leaders to understand business priorities, workforce needs, role requirements, and hiring timelines.
- Lead recruitment strategy discussions, intake meetings, sourcing planning, interview process alignment, offer management, and candidate closing.
- Act as a trusted advisor to stakeholders by providing talent market insights, competitor intelligence, sourcing recommendations, and hiring best practices.
- Develop and execute proactive sourcing strategies to attract qualified talent for current and future hiring needs.
- Build and maintain talent pipelines for commercial functions such as sales, marketing, market access, business excellence, strategy, and related roles.
- Ensure a high-quality recruitment experience for candidates, hiring managers, and internal stakeholders.
- Drive inclusive hiring practices and support diversity, equity, and inclusion objectives throughout the recruitment process.
- Collaborate with People & Organization, Total Rewards, Talent Acquisition colleagues, and external partners where required.
- Maintain accurate recruitment data and activity tracking in relevant systems.
- Ensure compliance with Novartis recruitment policies, local labor requirements, and global Talent Acquisition standards.
- Contribute to continuous improvement initiatives related to recruitment processes, tools, employer branding, and candidate engagement.

KPI

- Delivery of hiring targets for assigned commercial portfolio roles.
- Time-to-fill and time-to-offer performance in line with business expectations.
- Quality of hire and hiring manager satisfaction.
- Candidate experience feedback and engagement levels.
- Strength and quality of talent pipelines for priority roles.
- Offer acceptance rate.
- Diversity of candidate slates and support for inclusive hiring outcomes.
- Accuracy and timeliness of recruitment data and system updates.
- Compliance with internal recruitment processes and local requirements.
- Stakeholder satisfaction with recruitment advisory support and market insights.

Minimum Requirements: Work Experience

- Significant experience in talent acquisition, recruitment, or executive search, preferably **at senior recruiter level**.
- Proven experience managing end-to-end recruitment processes for complex or business-critical roles.
- Experience partnering with senior hiring managers and business leaders in a consultative capacity.
- Strong understanding of the Japan talent market.
- Experience recruiting for commercial roles such as sales, marketing, market access, product management, business excellence, strategy, or related functions.
- Experience working in a multinational, matrixed, or fast-paced business environment.
- Pharmaceutical, healthcare, life sciences, or medical device industry experience is welcome.
- Experience using applicant tracking systems, LinkedIn Recruiter, sourcing tools, and recruitment reporting platforms.

Skills

- Strong stakeholder management and influencing skills.
- Excellent consulting and advisory capability.
- Strong direct sourcing, talent mapping, and pipeline development skills.
- Ability to manage multiple requisitions and priorities independently.
- Strong understanding of recruitment lifecycle management.
- Candidate assessment and interview process management skills.
- Market intelligence and competitor talent mapping capability.
- Strong communication, negotiation, and presentation skills.
- High attention to detail and strong process discipline.

- Ability to work independently as an individual contributor.
- Strong collaboration skills in a cross-functional and international environment.
- High level of professionalism, confidentiality, and ownership.
- Growth mindset and continuous improvement orientation.
- Commitment to inclusive hiring and candidate experience excellence.

Languages

- **Japanese:** Fluent or native-level proficiency required.
- **English:** Business-level proficiency required.
- Ability to communicate effectively with both local Japanese stakeholders and regional or global colleagues.

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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
Япония
Сайт
Toranomon (NPKK Head Office)
Company / Legal Entity
JP05 (FCRS = JP005) Novartis Pharma K.K.
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 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 midcareer_japan@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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