NOVARTIS

Recruitment Experience Partner

Job ID
REQ-10090563
Окт. 27, 2026
Бразилия

Сводка

To lead the delivery of high-quality recruitment services for assigned roles, ensuring a strong candidate experience, effective stakeholder partnership, proactive sourcing, sustainable talent pipelines and accurate, compliant recruitment processes. The role also acts as a trusted Talent Advisor and contributes through coaching, project workstreams, process improvement, and data reporting.

About the Role

Key responsibilities:

- Lead recruitment delivery for assigned roles and ensure activities are completed within agreed service level agreements (SLAs), including CV review, recruiter screening interviews, interview scheduling and offer extension.
- Act as the primary point of contact for candidates, represent Novartis as a brand ambassador and provide detailed, timely feedback following recruiter screening or business interviews.
- Partner with internal stakeholders, including RBPs and Preboarding, as the key point of contact, providing clear and timely communication, feedback and issue resolution.
- Conduct proactive sourcing for hard-to-fill roles and build sustainable talent pipelines to support always-on recruitment needs.
- Ensure data validity, process compliance and accurate record management throughout the recruitment process in Workday.
- Provide day-to-day leadership, mentoring and coaching to colleagues, including acting as an onboarding buddy and subject matter expert.
- Act as a trusted Talent Advisor to the P&O community via responsibilities as a Country POC.
- Lead or project-manage recruitment delivery initiatives, including POD leadership, workstreams and projects outside core delivery.
- Identify and implement process improvements that enhance recruitment quality, efficiency, and candidate or stakeholder experience.
- Produce and contribute to recruitment data reporting, including MBR and QBR inputs, and translate market insights into practical recommendations.

Requirements:

- Bachelor degree
- Proven experience in recruitment with high expertise in Brazil local market and regional scope
- Advanced English proficiency
- Experience in generating exceptional candidate experiences
- Desirable: Experience in Pharma Industry

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
Бразилия
Сайт
Santo Amaro
Company / Legal Entity
BR03 (FCRS = BR003) NOVARTIS BIOCIENCIAS S.A
Functional Area
Управление персоналом
Job Type
Full time
Employment Type
Regular
Shift Work
No

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List of links present in page

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2. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
3. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Santo-Amaro/Recruitment-Experience-Partner_REQ-10090563-1
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Santo-Amaro/Recruitment-Experience-Partner_REQ-10090563-1