

# Recruitment Experience Partner (REP) - DACH

Job ID  
REQ-10072003  
мар 31, 2026  
Австрия

## Сводка

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.

Your primary focus will be on hiring cases in the DACH area.

This job posting covers two openings in the specified country.

## About the Role

### Location

Schaftenau or Vienna, Austria

This role is based in Schaftenau or Vienna, Austria. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

### 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 RS interviews and **extend offers** for high-volume roles (levels 5 and below) in close partnership with RBP.
- 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

- 3–5+ years' recruiting experience (in house or agency), ideally in high volume or multi market environments.
- Fluent in German. 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 and European countries, effectively navigating enterprise and local P&O policies and standards.
- Fluency in additional European languages besides English and German.

### Benefits & Rewards

In addition to a market-competitive base salary, we offer an attractive incentive program, a modern company pension scheme, childcare facilities, learning and development opportunities as well as worldwide career possibilities within the Novartis group. In accordance with Austrian law, we are obliged to disclose the minimum salary as stated in the collective bargaining agreement. For this position the minimum salary is € 65.605/year (on a full-time basis). In most cases, the actual salary will be higher, as we strive to maintain a competitive position in the market and consider your previous experience, qualifications and individual competencies. We are open for part-time and job-sharing models and support flexible and remote working where possible.

### Adjustments for Applicants with Disabilities:

If because of a medical condition, physical disability or a neurodiverse condition you require an adjustment during the recruitment process, please reach out to [disabilities.austria@novartis.com](mailto:disabilities.austria@novartis.com) and let us know the nature of your request as well as your contact information. The support which we can provide will include advice on suitable positions as well as guidance at all stages of the application process. Austrian law provides candidates the opportunity to involve the local disability representative, Behindertenvertrauensperson (BVP), in the application process. If you would like to request this, please let us know in advance as a note on your CV.

**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  
Австрия  
Сайт  
Schafftenau  
Company / Legal Entity  
AT33 (FCRS = AT033) Novartis Pharmaceutical Manufacturing GmbH  
Functional Area  
Управление персоналом  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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