

Lead REP USA

Job ID

REQ-10072486

May 29, 2026

LOC_MX

About the Role

Summary:

Coordinates closely with RBPs to tailor recruitment approaches to BU-specific needs in the region. Leads the regional REP team and the execution of high-volume recruiting activities.

Key Accountabilities:

- Leading REP team to ensure recruitment of the best talents regionally for high-volume roles
- Embedding standardized processes, tools, and performance measures within the region
- Driving local coordination with RBP to tailor recruitment strategies and with Recruiting Solutions Excellence teams for continuous improvement
- Overseeing the full performance management lifecycle of the REP team

Key Responsibilities:

REP Regional Leadership:

- Leads and develops REP teams, while planning REP capacity, allocating workload and resources (incl. job requisition assignment)
- Drives regional process efficiency by ensuring seamless system use, standardization, and adoption of automation and AI enhancements
- Ensures seamless collaboration with RSE, RBP and talent mgmt. in the region
- Monitors key success metrics for the team to foster continuous improvement

Recruiting Execution:

- Serves as candidate point of contact, conducts phone screening, extends offer letter for high-volume recruitment (levels 5 and below) - overseen by RBP teams
- Supports RBP teams in senior role recruitment (level 6 and above), e.g., CV screening, reactive sourcing
- Achieves recruiting targets at the regional level, while ensuring high-quality of hires and anticipating local risks in hiring and setting mitigation plans
- Reports regional hiring trends & market intelligence to ensure recruitment of the best talents

Capabilities:

- Mastery of:
 - Recruitment process excellence
 - Positive candidate interface
 - Agility & prioritization
 - Network leadership & collaboration
- Knowledge of and Experience with:
 - High-volume candidate selection
 - Market & talent understanding
 - Communication & service orientation
- Understanding of:
 - Talent sourcing

Experience Requirement:

- 8+ years experience in recruitment either in an agency or inhouse talent acquisition team
- A minimum of 3+ years recent experience in managing teams globally
- Working hours to partnering with global matrix team
- Bachelor's degree preferred

Role Requirements

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 \(PDF 30 MB\)](#)

Division

DIV_PO

Business Unit

Human Resources

Location

LOC_MX

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

FCT_HR

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

Job ID

REQ-10072486

Lead REP USA

[Apply to Job](#)

Source URL: <https://jobapi.novartis.com/req-10072486-lead-rep-usa>

List of links present in page

1. <https://jobapi.novartis.com/req-10072486-lead-rep-usa>
2. <https://www.novartis.com/about/strategy/people-and-culture>
3. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/INSURGENTES/Lead-REP-USA_REQ-10072486-1
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/INSURGENTES/Lead-REP-USA_REQ-10072486-1