NOVARTIS

Recruitment Experience Partner

Job ID
REQ-10090563
Oct 27, 2026
LOC_BR

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

Role Requirements

Division
DIV_PO
Business Unit
Human Resources
Location

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