

Talent Acquisition Specialist (Temporary 12 months)

Job ID
REQ-10049096

4月 21, 2025

Mexico

摘要

Ayudar en la función de Dotación de Personal local, proporcionando los mejores talentos para la organización del cliente con talentos apropiados para cubrir vacantes; proporcionar excelentes operaciones, productos y servicios de reclutamiento para un pequeño grupo de clientes y contribuir para que la función de Dotación de Personal sea un Centro de Excelencia.

About the Role

#LI-Hybrid

#CDMX

Key Responsibilities:

- Manage the end-to-end Talent Acquisition process for Marketing & Sales roles
- Support the team in the development of talent Acquisition strategic objectives.
- Support and implement efficient and cost-effective recruitment and selection programs that are in line with corporate Talent Acquisition guidelines to source top talents.
- Maintain accurate and efficient Talent Acquisition process (sourcing, selection, hiring) to support the dedicated client group.
- Provide services covering specific areas of Recruitment, including organizational resourcing needs analysis, recruitment market trends analysis, candidate selection, vendor management, analysis of Recruitment metrics, and/or other Recruitment services.
- Develop and conducts analyzes/researches on recruitment issues and provide recommendations to resolve Line Management issues.
- Contribute to Talent Acquisition Projects at country or BU level.

Essential Requirements:

- Education: Bachelor ' s degree
- 2-3 years of experience as a recruiter. Experience in the Pharma Industry is a plus.
- Languages: English and Spanish
- Proven ability to be proactive, detail-oriented, problem-solver, and adaptable to change
- Familiarity with systems such as Paradox scheduling tool, Workday.

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

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:

<https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we 'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

部门

People & Organization

Business Unit

Universal Hierarchy Node

地点

Mexico

站点

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmac é utica S.A. de C.V.

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Ajustes de accesibilidad

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a tas.mexico@novartis.com y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.



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