

## Early Career Associate

Job ID  
REQ-10061346

10月 07, 2025

India

### 摘要

About the role:

The purpose of this role is to support the central Early Career (EC) Talent Management CoE team in ensuring that Novartis has the talent, leadership, and skills to deliver on the aim of reimagining medicine. The role maximizes the impact of the talent management across Novartis by supporting the execution of the global early career framework and practices to create a sustainable pipeline of early in career talent who fuel Novartis HQ long-term growth.

Critical for success is to stay highly connected to the central Early Career team and partner with other team members within P&O, Talent Management, Talent Acquisition - including Recruitment Marketing, Learning and other CoEs to ensure critical success. The incumbent will additionally have responsibility for employee branding activities to support our global Early Career efforts.

About the Role

### Key Requirements:

- Responsible for the managing of selected Early Career HQ programs, ensuring full Early Career Lifecycle Experience is applied consistently
- Full accountability for managing end-to-end hiring process of short-term internships in HQ, ensuring alignment to Early Career strategy
- Supporting the planning of Careers Fairs in Switzerland and other virtual recruitment activities
- Provide support and specific advice for operational tasks to stakeholders, talent acquisition, people managers and interns on Employee Life Cycle Management
- Support external and internal branding activities for global Early Career interventions in close collaboration with Recruitment Marketing
- Contribute to various initiatives within the Global Early Career team and provide support and assistance in various Talent Management projects
- Support with global reporting and tracking of Early Career KPIs

### Essential Requirements:

- Bachelor ' s degree in Human Resources, Business Administration, Marketing, Communications, or a related field is preferred
- Strong communication, organizational, and interpersonal skills, with the ability to build positive relationships with key stakeholders. High degree of professionalism and integrity
- Ability to work effectively in a matrix organization, comfortable working in a dynamic, fast-paced environment with shifting priorities
- 2-4 years of proven experience in end-to-end recruitment activities and Campus recruitment experience preferred

### Desirable Requirements:

- Advanced proficiency in Microsoft Office Suite and Workday system knowledge required
- Strong project management skills and track record in executing global projects
- Can-do attitude and high flexibility and agility to follow-through on commitments
- Fluency in English required, excellent verbal and written communication skills

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>

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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

India

站点

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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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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