

Job ID REQ-10064506

10月 14, 2025

Mexico

摘要

Hire to Retire Specialist you will handle and coordinate hiring and onboarding processes, principles and guidelines for a client group in Americas region.

Location: M é xico, CDMX #LI-Hybrid

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you

About the Role

Key Responsibilities:

Provide administrative support to the implementation of processes and standards for all HR

Services aspects (e.g. services, processes, continuous improvement) and follow up inquiries on problems and requests from customers/users.

- Attend to standard service requests, answer questions, resolve problems if possible or support problem resolution by close collaboration with next level support and/or experts.
- Perform user administration tasks (e.g. access management) -Assist in tracking service requests and troubleshoots support the analysis of error messages and questions.
- Perform administrative tasks to facilitate the delivery and presentation of key data to supervisors.
- Prepare reports on the evaluation of services and processes.
- Provide assistance to HR Services projects at country or BU level

Essential Requirements:

- Bachelor's degree in HR/Business Administration or related field
- Proficiency in English, spoken and written
- Minimum 1 years' experience in HR Services working with SAP, WorkDay, Success Factors or other Workforce Systems
- Experience with ticketing management systems. Proficiency in use of Microsoft Office

Desirable Requirementes:

- Work experience in virtual/remote teams is a plus
- Fluency in an additional regional language is a plus as French or Portuguese

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

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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

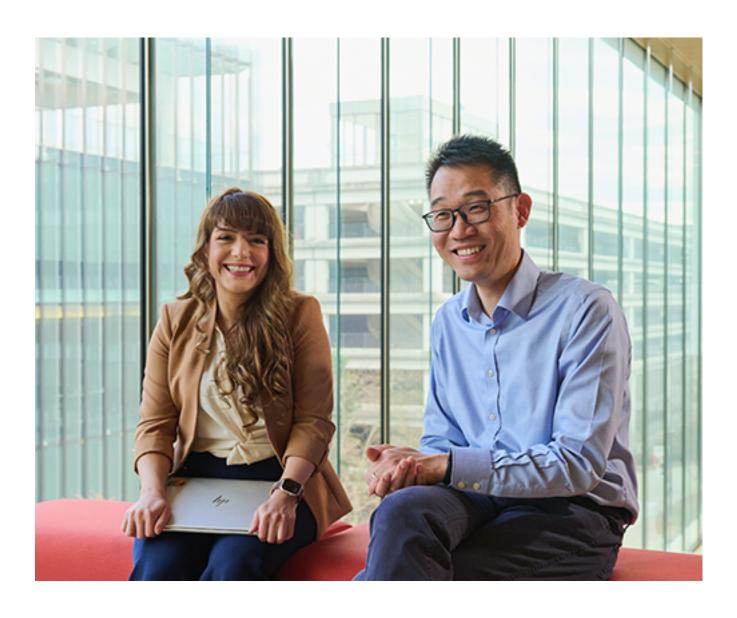
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Accessibility and accommodation

Novartis is committed to work with and provide reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to tas.mexico@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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Hire to Retire Specialist (HR Analyst - Temporary role 12 months)

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