

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

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 Requirements:

- 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.

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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

Shift Work
No

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Accessibility and accommodation

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List of links present in page

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