

Talent Management Coordinator

Job ID
REQ-10065684

3月 14, 2026

Mexico

摘要

The Talent Management Coordinator provides operational and programmatic support across core Talent Management processes for US Commercial. This role ensures accurate execution, system integrity, and timely delivery of annual and cyclical talent activities including performance management, talent reviews, succession planning, and development planning , program nominations, data reporting with a strong focus on Workday data management, process coordination, and stakeholder enablement.

The role partners closely with P&O Business Partners, Talent leads to translate Talent Management strategies into consistent, high-quality execution that supports business priorities and organizational capability building.

Location: M é xico City, 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:

- Talent Management Process Execution; Coordinate and support end-to-end Talent Management processes, including: Performance management cycles, Talent reviews and succession planning e.g., OTR / Talking Talent sessions, Program nominations, Stakeholder presentations.
- Ensure timely execution of annual and cyclical talent activities, tracking milestones, deliverables, and follow-ups with key stakeholders.
- Act as a central point of coordination for Talent Management initiatives e.g program nominations.
- Maintain and update Talent data in Workday, ensuring accuracy, completeness, and compliance with governance standards.
- Support system activities related to: Performance goal setting and evaluations, Talent profiles, succession plans, and development plans, Reporting and dashboards for Talent Management insights and reporting e.g. ECN monthly update, USLT / BLT updates , key stakeholder presentations.
- Partner with P&O and system teams to troubleshoot data issues, support audits, and continuously improve data quality.
- Prepare standard and ad hoc Talent Management reports , presentations, and analytics to support decision-making.
- Performance Management Support.
- Drive operational readiness for performance management cycles, including: Manager and employee communications, Timelines, and process guidance.
- Stakeholder Enablement & Communication.
- Support P&O Business Partners with clear guidance on Talent Management processes, tools, and timelines.
- Develop and maintain process documentation, playbooks, and FAQs to enable consistent execution.
- Coordinate P&O enablement sessions and key TM projects activities. Program & Initiative Support, Ensure the TM share point site is updated with all the data, resources.

Essential Requirements:

- Experience in People & Organization / HR operations, Talent Management, or a closely related discipline.
- Hands-on experience supporting Talent or Performance Management processes.
- Demonstrated experience working with HR systems (Workday strongly preferred), including data maintenance and reporting.
- Strong attention to detail with the ability to manage multiple processes, timelines, and stakeholders simultaneously.
- Comfortable working with data, analytics, and dashboards , power point presentations to support Talent insights.
- Strong collaboration skills and the ability to work effectively with P&O partners and business leaders.
- Ability to operate with independence, sound judgment, and a continuous improvement

mindset.

- Key Capabilities & Mindset: Process-oriented with a strong focus on execution excellence, Data-driven and system-savvy, Clear communicator with the ability to translate processes into practical guidance, Comfortable constructively challenging the status quo and improving how work gets done, Committed to learning and growth within the Talent Management discipline.

Commitment to Diversity & Inclusion:

We are 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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

部门

People & Organization

Business Unit

Corporate & Division Services

地点

Mexico

站点

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area
Human Resources

Job Type
Full time

Employment Type
Regular

Shift Work
No

```
function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer69b6ae7ba44bb848654038"); var mediaContainer =
mediaElement.closest('.nc-kaltura-media'); var originalWidth = "1200px"; var originalHeight = "674px";
var originalWidthValue = parseFloat(originalWidth); var originalHeightValue =
parseFloat(originalHeight); var mediaType = "video"; var isResponsive = false; // Get computed styles
of the container element. var parentStyles = window.getComputedStyle(mediaContainer); var
finalWidth = parseFloat(parentStyles.width); if (finalWidth <= 0) var config = { targetId:
"kalturaplayer69b6ae7ba44bb848654038", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false,
allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: { download: {
disable: true }, "playkit-js-transcript":{ position: "right", // Default: bottom;( ' left ', ' right', ' top ', 'bottom' ) to
enable transcript. expandMode: "over", // Default: alongside;( ' alongside', ' hidden ', 'over' )
expandOnFirstPlay: false, showTime: true, downloadDisabled: false, printDisabled: false, disable:
true } }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false },
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; config.plugins.preventSeek = { preventSeekForward:
false, preventSeek: false }; config.plugins.floating = { disable: true }; config.plugins.navigation = {
position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; config.plugins['playkit-
js-hotspots'] = { disable: true }; config.plugins['playkit-js-moderation'] = { disable: true };
config.plugins['playkit-js-info'] = { disable: true }; config.plugins.share = { disable: true };
config.ui.uiComponents = []; config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } };
```

```
try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof
```

```
kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other media. kalturaPlayer.loadMedia({entryId: "1_dgfvmafo"}); setTimeout(() => { setupAutoPause(kalturaPlayerVideos); }, 500); function setupAutoPause(players) { players.forEach((currentPlayer) => { currentPlayer.addEventListener('play', () => { players.forEach((otherPlayer) => { if (otherPlayer !== currentPlayer && typeof otherPlayer.pause === 'function') { otherPlayer.pause(); } }); }); }); }); } catch (e) { console.error(e.message) }
```



VIDEO

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

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.

Job ID
REQ-10065684

Talent Management Coordinator

[Apply to Job](#)



Job ID
REQ-10065684

Talent Management Coordinator

[Apply to Job](#)

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10065684-talent-management->

coordinator

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://www.novartis.com/sites/novartis.com/files/novartis-life-handbook.pdf>
3. <mailto:tas.mexico@novartis.com>
4. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/INSURGENTES/Talent-Management-CoordinatorREQ-10065684-1>
5. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/INSURGENTES/Talent-Management-CoordinatorREQ-10065684-1>