

Recruitment Experience Partner

Job ID
REQ-10074411

3月 18, 2026

Canada

摘要

Location: Toronto, Ontario #LI-Hybrid

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

This job posting is not for an existing position.

As a Recruitment Experience Partner (REP), you will be the front-line recruiter and primary face to our candidates, delivering a smooth, fast, and human experience across high volume hiring.

You will partner closely with Recruitment Business Partner (RBP) to translate hiring needs into consistent, high quality execution - ensuring clarity, speed, and a positive journey for every candidate. This role is a cornerstone of our Recruitment Solutions (RS) model, designed to deliver a fast, fair, human hiring experience at scale.

This role reports to the Lead, REP, Region LaCan

About the Role

Key responsibilities

- Act as the main point of contact for candidates, guiding them from first interaction through offer and ensuring a seamless experience.
- Conduct first round of RS interviews and extend offers for all roles Level 1 to 5 in close partnership with RBP.
- Execute core recruiting activities consistently across business units: screening, shortlisting, communication, and interview coordination.
- Sourcing and pipelining for difficult to fill positions.
- Support RBPs on senior or complex hiring through shortlist validation, applicant management, and reactive sourcing when needed.
- Keep Workday fully updated and follow RS defined process steps, standards, and timelines to ensure accuracy, quality, and compliance.
- Provide insights and feedback to continuously improve the candidate experience and RS processes.

Essential requirements

- 5+ years' recruiting experience (in house or agency), ideally in high volume or multi market environments.
- Strong English proficiency
- Strong skills in candidate communication, screening, and shortlisting.
- Ability to operate confidently in a standardized, tech enabled processes (e.g., Workday). Commitment to data quality, compliance and process discipline.
- Collaborative mindset, able to influence and partner effectively with RBPs and hiring teams.
- A commitment to delivering an experience that is fast, fair, and human.

Desirable requirements

- Experience across multiple functions with regional scope, effectively navigating enterprise and local People & Organization policies and standards.
- Fluency in French or Spanish is a definite asset.

Rewards

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Remuneration Range for role:

- CAD 66,700 - 123,800

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters. Further details will be provided during the application process.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

Read our [brochure](#) to learn more about our global total rewards offering:
<https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf>

Note: Benefits and compensation may vary by country and are subject to local legal requirements. A full overview of your compensation package applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

Diversity & Inclusion Statement

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

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
Human Resources

地点
Canada

站点
Toronto

Company / Legal Entity
CA04 (FCRS = CA004) NOVARTIS PHARMA CANADA INC.

Functional Area
Human Resources

Job Type
Full time

Employment Type
Regular

Shift Work
No

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function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer69bbd252b0a47751453898"); 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 < 1000) { var config = { targetId:
"kalturaplayer69bbd252b0a47751453898", 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 ' )
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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 } };
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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.

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partner

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