

## Recruiting Experience Partner - USA

Job ID  
REQ-10080260

6月 18, 2026

Mexico

### 摘要

We're a team of dedicated and smart people united by a drive to achieve together. 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.

### 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 high volume roles (levels 5 and

below) in close partnership with RBP.

- Execute core recruiting activities consistently across business units: screening, shortlisting, communication, and interview coordination.
- 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 Criteria:

- Bachelor's degree in related field.
- 5+ years' recruiting experience in Mexico a USA markets, ideally in high volume, from entry to senior levels in the healthcare industry.
- Strong skills in candidate communication, screening, and shortlisting.
- Ability to operate confidently in a standardized, tech enabled processes. Commitment to data quality, compliance and process discipline.
- Collaborative mindset, able to influence and partner effectively with other HR colleagues.
- A commitment to delivering an experience that is fast, fair, and human.
- Fluency in English and Spanish both written and verbal.

#### Desirable Criteria:

- Experience across multiple functions with regional scope, effectively navigating enterprise and local policies and standards.

#### 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](mailto: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.

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 \(PDF 30 MB\)](#)

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部门  
People & Organization

Business Unit  
Human Resources

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

```
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false }, sources: { options: {}, startTime: 0 }, disableUserCache: "true", plugins: {}, sources: { options:
{}}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu:
false }, components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets:
['Playback', 'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
kPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
(kPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if
(kPlayer.plugins["transcript"]) { config.plugins["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 }; } if (kPlayer.plugins["preventSeek"]) {
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(kPlayer.plugins["info"]) { config.plugins["playkit-js-info"] = { disable: true }; } if
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(kPlayer.plugins["googleAnalytics"]) { config.plugins.googleTagManager = {};
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config.plugins.googleTagManager.customEventsTracking.custom = [];
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false, playlistEvents: false, castEvents: false } }; }
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// Ensure the global player registry array always exists, regardless of embed type.
window.kalturaPlayerVideos = window.kalturaPlayerVideos || []; try { var kalturaPlayer =
kPlayer.setup(config); // Add the player to the global array.
window.kalturaPlayerVideos.push(kalturaPlayer); // Load the Player for other media.
kalturaPlayer.loadMedia({entryId: "1d_gfvmafo"}); } catch (e) { console.error(e.message) }
```

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