

Senior Recruiter (Recruitment Experience Partner)

Job ID
REQ-10081602

6月 18, 2026

Japan

摘要

The Recruitment Experience Partner will be responsible for managing end-to-end recruitment activities for the Novartis Japan Commercial portfolio. Based in Tokyo, this role will partner closely with hiring managers, business leaders, People & Organization colleagues, and regional or global Talent Acquisition teams to deliver effective hiring outcomes.

The successful candidate will act as a trusted talent advisor, providing recruitment strategy, market insights, sourcing expertise, and candidate management throughout the hiring lifecycle. This role requires strong bilingual capability in Japanese and English, senior-level recruitment experience, and the ability to work effectively in a matrixed, international environment.

This is a hybrid role based in Tokyo, with office attendance required 12 days per month.

About the Role

Major Accountabilities

- Manage end-to-end recruitment for positions across the Novartis Japan Commercial portfolio.
- Partner with hiring managers and business leaders to understand business priorities, workforce needs, role requirements, and hiring timelines.
- Lead recruitment strategy discussions, intake meetings, sourcing planning, interview process alignment, offer management, and candidate closing.
- Act as a trusted advisor to stakeholders by providing talent market insights, competitor intelligence, sourcing recommendations, and hiring best practices.
- Develop and execute proactive sourcing strategies to attract qualified talent for current and future hiring needs.
- Build and maintain talent pipelines for commercial functions such as sales, marketing, market access, business excellence, strategy, and related roles.
- Ensure a high-quality recruitment experience for candidates, hiring managers, and internal stakeholders.
- Drive inclusive hiring practices and support diversity, equity, and inclusion objectives throughout the recruitment process.
- Collaborate with People & Organization, Total Rewards, Talent Acquisition colleagues, and external partners where required.
- Maintain accurate recruitment data and activity tracking in relevant systems.
- Ensure compliance with Novartis recruitment policies, local labor requirements, and global Talent Acquisition standards.
- Contribute to continuous improvement initiatives related to recruitment processes, tools, employer branding, and candidate engagement.

KPI

- Delivery of hiring targets for assigned commercial portfolio roles.
- Time-to-fill and time-to-offer performance in line with business expectations.
- Quality of hire and hiring manager satisfaction.
- Candidate experience feedback and engagement levels.
- Strength and quality of talent pipelines for priority roles.
- Offer acceptance rate.
- Diversity of candidate slates and support for inclusive hiring outcomes.
- Accuracy and timeliness of recruitment data and system updates.
- Compliance with internal recruitment processes and local requirements.
- Stakeholder satisfaction with recruitment advisory support and market insights.

Minimum Requirements: Work Experience

- Significant experience in talent acquisition, recruitment, or executive search, preferably at senior recruiter level.
- Proven experience managing end-to-end recruitment processes for complex or business-critical roles.
- Experience partnering with senior hiring managers and business leaders in a consultative capacity.
- Strong understanding of the Japan talent market.
- Experience recruiting for commercial roles such as sales, marketing, market access, product

management, business excellence, strategy, or related functions.

- Experience working in a multinational, matrixed, or fast-paced business environment.
- Pharmaceutical, healthcare, life sciences, or medical device industry experience is welcome.
- Experience using applicant tracking systems, LinkedIn Recruiter, sourcing tools, and recruitment reporting platforms.

Skills

- Strong stakeholder management and influencing skills.
- Excellent consulting and advisory capability.
- Strong direct sourcing, talent mapping, and pipeline development skills.
- Ability to manage multiple requisitions and priorities independently.
- Strong understanding of recruitment lifecycle management.
- Candidate assessment and interview process management skills.
- Market intelligence and competitor talent mapping capability.
- Strong communication, negotiation, and presentation skills.
- High attention to detail and strong process discipline.
- Ability to work independently as an individual contributor.
- Strong collaboration skills in a cross-functional and international environment.
- High level of professionalism, confidentiality, and ownership.
- Growth mindset and continuous improvement orientation.
- Commitment to inclusive hiring and candidate experience excellence.

Languages

- Japanese: Fluent or native-level proficiency required.
- English: Business-level proficiency required.
- Ability to communicate effectively with both local Japanese stakeholders and regional or global colleagues.

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
Japan

站点
Toranomom (NPKK Head Office)

Company / Legal Entity
JP05 (FCRS = JP005) Novartis Pharma K.K.

Functional Area
Human Resources

Job Type
Full time

Employment Type
Regular

Shift Work
No

```
var kPlayer = KalturaPlayer55802022 || KalturaPlayer; var config = { targetId:
"kalturaplayer6a34c64bdee0d147758651", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false, muted: false, loop:
false }, sources: { options: {}, startTime: 0 }, disableUserCache: "true", plugins: {}, sources: { options:
{}}, 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"]) {
config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; }
config.plugins.floating = { disable: true }; if (kPlayer.plugins["navigation"]) { config.plugins.navigation =
{ position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; } if
(kPlayer.plugins["hotspots"]) { config.plugins['playkit-js-hotspots'] = { disable: true }; } if
(kPlayer.plugins["moderation"]) { config.plugins['playkit-js-moderation'] = { disable: true }; } if
(kPlayer.plugins["info"]) { config.plugins['playkit-js-info'] = { disable: true }; } if
(kPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents = []; if
(kPlayer.plugins["googleAnalytics"]) { 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 } }; }
```

```
// 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: "1dgvmafo"}); } catch (e) { console.error(e.message) }
```

Accessibility and accommodation

Novartis is committed to working with and providing 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 midcareer-r.japan@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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