

Recruitment Experience Partner

Job ID
REQ-10090563

十月 27, 2026

Brazil

摘要

To lead the delivery of high-quality recruitment services for assigned roles, ensuring a strong candidate experience, effective stakeholder partnership, proactive sourcing, sustainable talent pipelines and accurate, compliant recruitment processes. The role also acts as a trusted Talent Advisor and contributes through coaching, project workstreams, process improvement, and data reporting.

About the Role

Key responsibilities:

- Lead recruitment delivery for assigned roles and ensure activities are completed within agreed service level agreements (SLAs), including CV review, recruiter screening interviews, interview scheduling and offer extension.

- Act as the primary point of contact for candidates, represent Novartis as a brand ambassador and provide detailed, timely feedback following recruiter screening or business interviews.
- Partner with internal stakeholders, including RBPs and Preboarding, as the key point of contact, providing clear and timely communication, feedback and issue resolution.
- Conduct proactive sourcing for hard-to-fill roles and build sustainable talent pipelines to support always-on recruitment needs.
- Ensure data validity, process compliance and accurate record management throughout the recruitment process in Workday.
- Provide day-to-day leadership, mentoring and coaching to colleagues, including acting as an onboarding buddy and subject matter expert.
- Act as a trusted Talent Advisor to the P&O community via responsibilities as a Country POC.
- Lead or project-manage recruitment delivery initiatives, including POD leadership, workstreams and projects outside core delivery.
- Identify and implement process improvements that enhance recruitment quality, efficiency, and candidate or stakeholder experience.
- Produce and contribute to recruitment data reporting, including MBR and QBR inputs, and translate market insights into practical recommendations.

Requirements:

- Bachelor degree
- Proven experience in recruitment with high expertise in Brazil local market and regional scope
- Advanced English proficiency
- Experience in generating exceptional candidate experiences
- Desirable: Experience in Pharma Industry

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
Brazil

站点
Santo Amaro

Company / Legal Entity
BR03 (FCRS = BR003) NOVARTIS BIOCIENTIAS S.A

Functional Area
Human Resources

Job Type
Full time

Employment Type
Regular

Shift Work
No

```
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"kalturaplayer6ae2b41b7dac8655968012", provider: { widgetId: "10m7rm1pm", partnerId:
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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:
```

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alongside;('alongside', 'hidden', 'over') expandOnFirstPlay: false, showTime: true, downloadDisabled:
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(kPlayer.plugins["info"]) { config.plugins['playkit-js-info'] = { disable: true }; } if
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false, playlistEvents: false, castEvents: false } }; }
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thumbnailEmbed({config, mediaInfo: {entryId: "1dgfvmafo"}}); // thumbnailEmbed() returns a
Promise that resolves with the player instance // when the user clicks the thumbnail. Use .then() to
capture the player directly. thumbEmbedPromise .then(function(player) {
window.kalturaPlayerVideos.push(player); // Notify kalturadatalayer.js that a new player is ready so
it can // attach custom event listeners immediately, regardless of when // the user clicked the
thumbnail relative to page load. document.dispatchEvent(new CustomEvent('kalturaPlayerReady', {
detail: { player: player } })); }) .catch(function(error) { console.error(error); }); } catch (e) {
console.error(e.message) }
```

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2. <https://www.novartis.com/sites/novartis.com/files/novartis-life-handbook.pdf>
3. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Santo-Amaro/Recruitment-Experience-PartnerREQ-10090563-1>
4. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Santo-Amaro/Recruitment-Experience-PartnerREQ-10090563-1>