

# Talent Acquisition Business Partner

Job ID  
REQ-10020957  
Nov 22, 2024  
India

## Summary

To support the local Talent Acquisition function in providing top talent to the client organization with appropriate talent to fill open positions; to provide excellent recruitment operations, products and services for a small client group and to contribute to making the Talent Acquisition function a Center of Excellence.

## About the Role

### Major accountabilities:

- Manage end to end recruitment of all requisitions within scope including sourcing, screening, assessing and selection. Execute a consistent talent acquisition strategy for positions opened.
- Develop engaging relationships with hiring managers locally and regionally at all levels across International division and provide coaching and training in the end-to-end hiring funnel to enable co-ownership of the hiring agenda.
- Utilize a data-driven approach to optimize our efficiency, inform decision-making and enable more proactive planning of our workforce.
- Deliver a strong talent assessment process and rigor across all hiring teams that ultimately deliver the best talent.
- Proactively share market and competitive intelligence to inform talent, business, and organizational design decisions with the Business & P&O colleagues.
- Manage and champion appropriate sourcing, assessment, selection and pre-on boarding strategies
- Partner with Sourcing Specialist to support current hiring requirements with specific focus on niche & business critical skill areas.
- Ensure timely updates to Applicant Tracking System (ATS) when there is an update to candidate status and ensure data compliance within systems and tools (ATS, social media, job boards, etc.) and adherence to relevant labor and employment laws

### Minimum Requirements:

- 5+ year experience in full-cycle recruitment either in an agency or in-house talent acquisition team with relevant experience in hiring commercial roles, preferably within pharma industry
- Ability to source talent through a number of fulfilment channels including LinkedIn.
- Exceptional assessment and interviewing skills, with a strong command of assessment and selection methodologies, instruments, and processes
- Ability to manage relationships locally and globally with Senior Leaders and partner with P&O peers to deliver a talent agenda
- Previous experience in driving a targeted D&I hiring agenda across a complex ecosystem.
- Expertise and understanding of the latest regional hiring trends with a focus on the pharmaceutical

industry

- Effective and persuasive communicator with strong presentation, communication (both written and verbal), influencing and negotiation skills
- Strong project management and critical thinking skills with thorough attention to detail, with ability to navigate a complex and ambiguous environment

Why Novartis:

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people> and culture

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.*

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 [diversityandincl.india@novartis.com](mailto:diversityandincl.india@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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

**Benefits and Rewards:** Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

People & Organization

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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