

Talent Acquisition Administrator

Job ID
REQ-10039891
Feb 12, 2025
Mexico

Summary

As a member of our Global Talent Acquisition Team, you will join a talented group of individuals who share the singular vision of impacting the quality of patient lives by engaging the world's most talented scientists and other professional personnel. As a Talent Acquisition (TA) Coordinator, you will be an individual contributor responsible for overseeing one of the key areas of the Global TA Coordination (TAC) team: interview scheduling, pre-boarding, or administrative excellence. Your key stakeholders will include Talent Acquisition Business Partners (TABPs), Hiring Managers and candidates.

About the Role

#LI-Hybrid

Key Responsibilities:

- Pre-boarding country specialist:
- Offer letter creation and management (in the local language)
- Initiation of mobility/relocation and visa support where needed
- Initiate and track employment checks including drug and medical screenings as required, and flagging discrepancies to team lead for review and completion of relevant forms to document discrepancies or offer rescinds due to background checks

Essential Requirements:

- Education: Bachelor's degree preferred
- Languages: Strong written and spoken English and Spanish
- Required Experience: At least 1 year of experience managing coordination and/or administrative activities
- Ability to manage local / global stakeholders in a remote working environment
- Proven ability to be proactive, detail-oriented, problem-solver, and adaptable to change
- Advanced knowledge of the Microsoft Office suite of products (Word, Excel, PowerPoint, Teams)

Desirable experience:

- Portuguese
- Familiarity with systems such as Hire Right, Paradox scheduling tool, and/or Workday
- Experience in any of the focus areas preferred i.e. managing background checks, contract or HR document generation and management, global mobility or visa processing, HR management.

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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

Mexico

Site

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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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 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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