

# Talent Acquisition Administrator

Job ID  
REQ-10012383  
Juli 17, 2024  
Mexiko

## Zusammenfassung

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

Location: Hybrid. CDMX

Talent Acquisition Coordinator

Your responsibilities include, but are not limited to:

- Interview Scheduling. • Coordination of complex interviews for competitive TA hiring that cannot be arranged through Paradox, including assessment centers, offsite interviews, or interviews with candidate travel
- Manage the candidate travel process, security registration and other supporting documentation. • Ensure confidential data such as candidate resumes and contact information follow appropriate policies and compliance guidelines
- 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
- PO creation, tracking, issue resolution and management for all annual invoices, with direct reports managing functional invoices. • Process & tracking of candidates' interview expense reimbursements (post-interview)
- License management of TA vendors including ensuring vendors are up-to-date on Third Party Risk Management (TPRM) assessment and vendor forms
- Monthly requisition audits. • Other administrative activities as needed such as such as interview accommodation requests, Employee Referral Program (ERP) bonus payouts and requisition audits.

Requirements:

- Education: Bachelor's degree preferred

- Languages: Strong written and spoken English (if supporting dual language countries, other language skills may be required)
- 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
- Strong English written and verbal communication, presentation and organizational skills
- Advanced knowledge of the Microsoft Office suite of products (Word, Excel, PowerPoint, Teams)

Desirable experience:

- Familiarity with systems such as HireRight, 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, PO management

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

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Abteilung

People & Organization

Business Unit

CTS

Ort

Mexiko

Website

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Humanressourcen

Job Type

Full time

Employment Type

Regular  
Shift Work  
No  
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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.

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

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