

# Talent Acquisition Coordinator

Job ID  
REQ-10025402  
Nov 19, 2024  
Mexico

## 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 Portuguese (if supporting dual language countries, other language skills may be required)
- 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
- 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 Hire Right, Paradox scheduling tool, and/or Workday
- Experience in any of the focus areas preferred i.e. managing background checks, contract or P&O document generation and management, global mobility or visa processing, PO management .

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

## Role Requirements

**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>

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<https://talentnetwork.novartis.com/network>

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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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