

# Talent Acquisition Senior Analyst (exclusive for People with Disability)

Job ID

REQ-10041146

Feb 27, 2025

Brazil

## Summary

Ayudar en la función de Dotación de Personal local, proporcionando los mejores talentos para la organización del cliente con talentos apropiados para cubrir vacantes; proporcionar excelentes operaciones, productos y servicios de reclutamiento para un pequeño grupo de clientes y contribuir para que la función de Dotación de Personal sea un Centro de Excelencia.

## About the Role

**Attention:** This position is exclusive for people with disability.

### Major accountabilities:

- Manage end to end recruitment processes for different areas of the organization
- Support the team in the development of Talent Acquisition objectives.
- Support and implement efficient and cost-effective recruitment and selection programs that are in line with corporate Talent Acquisition guidelines to source top talents.
- Maintain accurate and efficient Talent Acquisition process (sourcing, selection, hiring) to support the dedicated client group.
- Provide services covering specific areas of Recruitment, including organisational resourcing needs analysis, recruitment market trends analysis, candidate selection, vendor management, analysis of Recruitment metrics, and/or other Recruitment services.
- Develop and conducts analyzes/researches on recruitment issues and provide recommendations to resolve Line Management issues.
- Support personnel cost budgeting process and control.
- Contribute to Talent Acquisition Projects at country or BU level

### Minimum Requirements:

#### Work Experience:

- Complete graduation in Human Resources, Psychology, Administration or co-related areas).
- Mandatory previous experience as recruiter
- Knowledge in Talent Acquisition processes
- Advanced/ Fluent English.
- Fluency in Brazilian Portuguese.

### Languages:

- Advanced/ Fluent English.
- Fluency in Brazilian Portuguese.

**You'll receive:**

Competitive salary, annual bonus, pension scheme, life insurance, 30 days annual leave, year-end recess, hybrid work model (home office 2x a week), flexible working arrangements, birthday day-off, maternity and paternity leave, subsidized dining facilities, health and dental insurance, employee recognition scheme, free parking lot (Santo Amaro and Cambe), Gympass, Space Energized for Life, gym (Santo Amaro) and virtual self-development tools.

**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

Brazil

Site

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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### List of links present in page

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2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. [https://novartis.wd3.myworkdayjobs.com/es/Novartis\\_Careers/job/Santo-Amaro/Talent-Acquisition-Senior-Analyst--exclusive-for-People-with-Disability-\\_REQ-10041146](https://novartis.wd3.myworkdayjobs.com/es/Novartis_Careers/job/Santo-Amaro/Talent-Acquisition-Senior-Analyst--exclusive-for-People-with-Disability-_REQ-10041146)
5. [https://novartis.wd3.myworkdayjobs.com/es/Novartis\\_Careers/job/Santo-Amaro/Talent-Acquisition-Senior-Analyst--exclusive-for-People-with-Disability-\\_REQ-10041146](https://novartis.wd3.myworkdayjobs.com/es/Novartis_Careers/job/Santo-Amaro/Talent-Acquisition-Senior-Analyst--exclusive-for-People-with-Disability-_REQ-10041146)