

# Talent Scouting Coordinator

Job ID  
REQ-10037139  
Jan 31, 2025  
Ireland

## Summary

As the Talent Scouting Coordinator you will support the Enterprise Talent Scouting and Executive Search team in executing critical programs, processes, and strategy. The coordinator collaborates with partners on various projects and acts as the key point of contact for local, regional, and global Talent and Development counterparts, providing information, updates, templates, and reporting data.

## About the Role

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As the Talent Scouting Coordinator, you will support the Enterprise Talent Scouting and Executive Search team in executing critical programmes, processes, and strategy. The coordinator collaborates with partners on various projects and acts as the key point of contact for local, regional, and global Talent and Development counterparts, providing information, updates, templates, and reporting data.

This is a site-based role in Dublin, Ireland. This role would not provide relocation as a result.

**Location:** Dublin, Ireland #LI-Hybrid

### Responsibilities:

Your responsibilities will be but are not limited to:

- Maintaining CRM data and managing schedules.
- Supporting with sourcing and identifying potential candidates through various channels.
- Working closely with hiring managers to understand job requirements and candidate suitability.
- Maintaining accurate records of candidates and recruitment activities.
- Managing and scheduling calendars for interviews, assessments, and other recruitment-related activities.
- Coordinating conference planning between the business & potential talents.
- Tracking and reporting on recruitment metrics and providing insights for improvement.
- Maintaining and analysing metrics related to talent management and scouting.
- Preparing documents such as presentations (PPT) and spreadsheets (Excel).
- Conducting high-level talent analytics and providing insights.

## Education, Qualifications, Skills and Experience

### Essential for the role:

- Bachelor's Degree in a relevant field required
- Experience supporting Learning & Development, Talent Management, Scouting, Organisational

Development and/or P&O

- Strong collaboration skills, good relationships, and stakeholder management skills for all 3 levels (Local, Regional, Global).
- Ability to navigate an ambiguous environment and complex organisation
- Culturally savvy, being able to create inspirational collaboration with various stakeholders
- Proactive mindset and way of working with a can-do attitude.
- Ability to work independently and be flexible
- Digitally savvy, strong PowerPoint skills and Project Management skills with the ability to think ahead

**Desirable for the role:**

- Experience in programme or project management is strongly preferred
- Fluency in English required with excellent oral and written communication skills

**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.

**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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**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

Ireland

Site

Dublin (NOCC)

Company / Legal Entity

IE02 (FCRS = IE002) Novartis Ireland Ltd

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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