

## Facilities Manager

Job ID  
REQ-10058004

7月 17, 2025

Switzerland

### 摘要

Responsible for the contractually defined execution of Facility Management services in the buildings, infrastructure and sites at Novartis Headquarters, CH, Basel Campus (65 buildings, approx. 8'500 employees), Rotkreuz and Geneva. Support to evaluate business objectives and targets, including asset management and additional costs for third party providers outside the scope of the contract. Assist in the development of investment/expenditure projects for building/infrastructure renewal.

### About the Role

Major accountabilities:

- Manage and govern third party service providers and ensure the defined quality, frequencies, volumes and costs.
- Conceptualize and develop innovative short- and long-term business tactics to improve quality, productivity, customer service levels and cost efficiency.

- Ensure effective vendor and contract management and procurement activities to include cost, quality and contract bundling where applicable.
- Safety and compliance management including company policies and procedures.
- Effective, timely, resolution of organizational, building-infrastructure operational and equipment issues.
- Implement standards and corresponding metrics and track performance of operations and services.
- Site utility and operational business continuity, contingency planning.
- Drive continuous improvement in the various FM areas of operational excellence.

#### Minimum Requirements:

- Extensive pharmaceutical facility operation experience.
- Minimum 5 years ' experience in a leading position in biotechnology and pharmaceutical facilities and maintenance environment.
- Knowledge and understanding of Good Laboratory Practices (GLP) and other regulatory regulations regarding facility operations.
- Business - High level of facility/utility operations and the ability to understand corporate perspective, strategic and financial.
- Knowledge of facilities/building/utility related services.
- Regulatory knowledge as related to Pharma and Biotechnology industry.

#### Languages :

- Good written and spoken German and English skills

#### Commitment to Diversity and Inclusion

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

#### Accessibility and Accommodations

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to [inclusion.switzerland@novartis.com](mailto:inclusion.switzerland@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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>

部门  
Operations

Business Unit  
CTS

地点  
Switzerland

站点  
Basel (City)

Company / Legal Entity  
C028 (FCRS = CH028) Novartis Pharma AG

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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