

Facility Manager

Job ID
REQ-10058655

7月 30, 2025

Czech Republic

摘要

The Facility Manager at the Prague Novartis office serves as the primary contact for customers, ensuring a deep understanding of the country's business needs and shaping customer requirements to deliver the greatest value and quality. This role aligns with the Novartis Business Services - Real Estate & Facility Services Strategy and is responsible for the economical, timely, and effective completion of facilities projects.

Additionally, the Facility Manager must be capable of preparing cost estimates, understanding design requirements and construction documents, overseeing the installation of capital equipment, and implementing cost control measures.

The Facility Manager maintains schedules, surveys facilities for potential improvements, and drives customer satisfaction by managing and measuring it at the site level, taking corrective actions when necessary. Close collaboration with HSE, Procurement, and Finance teams is essential, and the Facility Manager reports directly to the Head of REFS for Central Eastern Europe.

About the Role

Key Accountabilities:

1. Facility Operations & Customer Engagement

- Ensure the workplace is comfortable and productive for employees.
- Collect and act on customer feedback to improve workplace satisfaction.
- Manage space allocations, office moves, and seating arrangements according to business needs.
- Address daily facility issues, ensuring reliable and efficient site operations.

2. Maintenance & Compliance

- Oversee preventive maintenance to ensure buildings and facilities are functional, safe, and compliant with regulations.
- Monitor health, safety, and energy usage to improve efficiency and sustainability.

3. Vendor and Service Management

- Work with procurement to ensure cost-effective services.
- Manage providers for cleaning, security, landscaping, food services, etc., and assess their performance using metrics like SLAs and KPIs.
- Negotiate contracts and identify opportunities for cost reduction.

4. Workplace Support Services

- Supervise non-technical services such as reception, mail delivery, cleaning, pantry management, office supplies, and transportation.
- Coordinate services like parking, shuttle management, and gym operations.

5. Health, Safety, and Environment Compliance

- Ensure facilities meet health, safety, and environmental standards.
- Promote a positive safety culture and proactively mitigate risks.

6. Real Estate Management

- Communicate with landlords on building maintenance and sustainability improvements.
- Handle lease-related negotiations with Procurement and Legal.
- Collaborate on service delivery and improvements.

7. Metrics and Reporting

- Track and report key performance indicators (KPIs) such as financial results, customer satisfaction, and energy efficiency.
- Provide insights on space usage, service quality, and cost efficiencies.

Minimum Requirements:

- Technical Expertise: 8+ years in facility management (preferably in pharmaceuticals or related industries), with knowledge of operations, finance, and maintenance.
- Leadership: Ability to lead projects and vendor teams effectively.
- Vendor Management: Skills to select vendors, negotiate contracts, and ensure high performance.
- Problem-Solving: Proactively resolve challenges to ensure business continuity.
- Communication: Clear communicator with strong interpersonal skills to interact with stakeholders and employees. Ability to confidently delivery presentations in English.
- Education: Bachelor ' s in business administration, Finance, Architecture, or Engineering (engineering is recommended for specific sites).
- IT: Literate and used to working with various IT platforms
- Language: Professional level of English and Czech

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You ' ll receive (applicable only to CZ):

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program - choice of benefits from Benefit Plus Cafeteria in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation allowance; MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

Accessibility and accommodation:

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 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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部门

Operations

Business Unit

CTS

地点

Czech Republic

站点

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o.

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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