

## Facility Coordinator

Job ID  
REQ-10058961

7月 30, 2025

Czech Republic

### 摘要

The Facility Coordinator at the Prague Novartis plays a vital role in overseeing the day-to-day operations of a company's physical workspace, with focus on managing vendor relationships and service contracts. This role ensures optimal performance, safety, and cost-efficiency through effective collaboration with external partners and strategic contract oversight.

Key responsibilities include:

- Managing portfolio of vendors and contracts
- Maintaining records
- Creating Purchase Orders
- Conducting administrative tasks
- Providing Facility Support and Reporting

Collaboration with finance, procurement, HSE teams to ensure accurate documentation and adherence to contractual obligations.

The Facility Coordinator reports directly to the Head of REFS for Central Eastern Europe and works

closely with Facility Manager.

## About the Role

### 1. Contract and Vendor Management

- Vendor Management:
  - Initiate and manage vendor requests, ensuring proper processes (e.g., TPRM, shopping carts, cost allocation).
  - Handle correspondence with vendors, prepare offers for additional services, and monitor completion.
  - Collect and prepare Health, Safety, and Environment (HSE) documentation to ensure compliance throughout the contract lifecycle.
  - Ensure contracts meet GxP standards to comply with regulations.
- Contract Management:
  - Review and finalize vendor contracts with Procurement and internal teams.
  - Facilitate contract signing and maintain legal compliance.
  - Store signed contracts and maintained accurate records in the Novartis database.
- Database Maintenance:
  - Update vendor and contract records for accuracy and compliance.
  - Conduct regular audits of the database to identify discrepancies or improvements.
  - Manage landlord charges (e.g., rent invoices, discounts, guarantees) and coordinate changes with BPA and Accounting.
  - Collaborate on lease contract adjustments with the central Lease Administration team.

### 2. Costs of Doing Business

- Assist in preparing cost approvals (CARs) for small facility projects with relevant teams.
- Create purchase orders (POs) for approved expenses.

### 3. Facility Operations & Administration

- Manage POs, goods receipts, vendor payments, property taxes, and lease documentation.
- Collaborate with REFS Head and BPA to manage budgets, optimize costs, and ensure smooth facility operations.
- Use financial tracking tools to monitor expenses, provide cost transparency, and assist with decision-making.
- Prepare analytics and reports to support the Facility Manager.
- Track and optimize utilities while coordinating asset management in SAP.
- Handle administrative tasks as needed, including GxP-related services compliance where applicable.
- Recharge pass-through costs from REFS to business units and manage sub-leasing activities (contracts, invoices, etc.).

Work Experience / Skills Required:

- Administrative routines in Facility Management operations, Vendor and Contract management; Finance admin, Analytical skills
- Knowledge of legal and regulatory compliance for contracts.
- Understanding financial principles related to facility management.
- BSc/BA in Business Administration or Finance
- Excellent communication and organizational skills to manage correspondence and deadlines efficiently.
- Proactive and collaborative approach
- SAP & Ariba platforms
- Good level of English language

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:

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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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