

Facility Coordinator

Job ID
REQ-10059175

8月 05, 2025

Czech Republic

摘要

As the Facility Coordinator at country level, you will manage vendor creation, gather offers below Procurement thresholds, collect documentation required, manage contract creation and renewals, maintain internal databases & manage all administrative tasks (PO creations, good receipts, invoice mismatches, CAR preparations etc.,)

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 maintain 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 FM operations, Vendor and Contract management; Finance admin, Analytical skills
 - Knowledge of legal and regulatory compliance for contracts.
 - Understanding of financial principles related to facility management.
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- Excellent communication and organizational skills to manage correspondence and deadlines efficiently.
- Proactive and collaborative approach
- SAP Ariba
- Education: BSc/BA in Business Administration or Finance

Languages: Fluent Italian and English

You ' ll receive:

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



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