

## REFS Specialist/Coordinator

Job ID  
REQ-10059294

8月 19, 2025

Mexico

### 摘要

Step into a role where your expertise in facilities and vendor management directly shapes the workplace experience. As a REFS Specialist/Coordinator, you ' ll be the central point of contact for cross-site and cluster-level operations, ensuring services align with business needs and deliver exceptional value. You ' ll lead projects from concept to completion, manage contracts and budgets, and drive operational excellence—all while fostering a culture of collaboration and continuous improvement. This is your opportunity to make a meaningful impact in a dynamic environment where your proactive mindset and attention to detail will be highly valued.

### About the Role

#LI-Hybrid

Location: Mexico City, Mexico

Scope: Canada

## Key Responsibilities

- Act as the primary REFS contact across sites and clusters to understand and challenge business needs.
- Oversee project execution, from engineering studies to capital equipment installation and cost control.
- Ensure vendor services meet business needs and comply with Novartis standards and service agreements.
- Manage vendor requests, contracts, and compliance documentation throughout the contract lifecycle.
- Collaborate with Procurement and internal teams to finalize and store legally compliant contracts.
- Support cost approvals and create purchase orders for day to day operations and facility projects.
- Monitor facility operations, vendor payments, and lease documentation to ensure smooth administration.
- Track utilities, manage asset records in SAP, and support HSE reporting and sub-leasing activities.

## Main Requirements

- Bachelor ' s degree in Business Administration or Finance.
- +3 years ' proven experience in facility operations: Purchase Orders, Forecasting, Records, Vendor and Utilities Payments, Contract management, and financial administration.
- Proficiency in SAP and financial tracking tools for budget monitoring and reporting.
- Excellent communication and organizational skills to manage correspondence and deadlines.
- Analytical mindset with attention to detail and proactive problem-solving abilities.
- Ability to collaborate across teams and manage multiple stakeholders effectively.
- Action oriented, high sense of urgency and risk management.
- English proficiency required; basic French is desirable.

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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部门  
Operations

Business Unit  
Universal Hierarchy Node

地点  
Mexico

站点  
INSURGENTES

Company / Legal Entity  
MX06 (FCRS = MX006) Novartis Farmac é utica S.A. de C.V.

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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