

Facility Manager Mexico

Job ID
REQ-10059718

8月 19, 2025

Mexico

摘要

We are looking for a Facility Manager to lead site operations, vendor management, and workplace services with a strong focus on compliance and customer satisfaction. The role includes overseeing maintenance, GxP environments, and service contracts, while driving sustainability and efficiency. Candidates should have technical expertise in facility management, leadership skills, and experience in regulated industries. A degree in Business, Architecture, or Engineering is required.

About the Role

#LI-Hybrid

Location: Mexico City, Mexico

Key Responsibilities

- Ensure a safe, comfortable, and productive workplace aligned with employee needs and feedback.
- Oversee facilities operations in sites under scope (hard and soft services) and ensure compliance with health, safety, and environmental regulations (HSE).
- Manage vendor relationships, negotiate contracts, and monitor performance using SLAs and KPIs.
- Supervise workplace support services including reception, mail, pantry, and transportation.
- Maintain GxP compliance in lab environments and ensure third-party adherence to HSE standards.
- Support office relocations, fit-outs, and small-scale construction projects within budget and timeline.
- Track and report KPIs related to financials, customer satisfaction, and energy efficiency.
- Collaborate with stakeholders to resolve facility-related issues and drive operational improvements.
- Coordinate lease negotiations and sustainability efforts with landlords and internal teams

Main Requirements

- Bachelor ' s degree in Business Administration, Architecture, or Engineering (Engineering preferred for technical sites)
- 5-7 years of proven experience in facility management within regulated industries
- At least 2 years in current role as Facility Manager.
- Strong knowledge of GxP environments and compliance standards
- Demonstrated ability to lead cross-functional projects and vendor teams
- Skilled in vendor selection, contract negotiation, and performance evaluation
- Proactive problem-solver with a focus on business continuity and operational excellence
- Excellent communication and interpersonal skills for stakeholder engagement
- Experience managing preventive maintenance and sustainability initiatives
- Familiarity with health, safety, and environmental (HSE) regulations
- Ability to manage budgets, forecasts, and cost-efficiency metrics
- English and Spanish proficiency required

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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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