

Facilities Coordinator - Argentina

Job ID
REQ-10059861

9月 05, 2025

Argentina

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: Argentina

Key Responsibilities:

- 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.

- 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.

Assurance GxP compliance on Quality Control and Microbiology Labs environment under facility management scope

- 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.

Oversee providers for Laboratory services under Facility scope (Including GxP services)

Support /Negotiate contracts and identify opportunities for cost reduction.

Support Expenses forecast estimation for services providers.

- 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 other operations.

- Health, Safety, and Environment Compliance

Ensure facilities meet health, safety, and environmental standards.

Promote a positive safety culture and proactively mitigate risks.

Ensure 3rd party services providers follow HSE and GxP requirements when they apply.

Support local government inspections and remediation plans in case of any finding.

- Real Estate Management

Communicate with landlords on building maintenance and sustainability improvements.

Handle/support lease-related negotiations with Procurement and Legal.

Collaborate on service delivery and improvements.

- Metrics and Reporting

Track and report key performance indicators (KPIs) such as financial results, customer satisfaction, and energy efficiency.

Provide insights into space usage, service quality, and cost efficiencies.

- Project Responsibilities

Support office relocations, fit-outs, and small-scale construction projects (typically < \$100,000). Coordinate with vendors, prepare scopes of work, and ensure timely, budget-conscious delivery. Document project progress and completion supporting activities for Project Management.

Lead initiatives to improve sustainability, energy efficiency, and employee satisfaction.

Build relationships with customers, vendors, and internal teams.

Manage sub-tenant interactions and resolve facilities-related requests.

Develop workflows and address operational challenges with innovative solutions.

Main Requirements:

- Bachelor ' s degree in Business Administration, Architecture, or Engineering (Engineering preferred for technical sites)
- 3-5 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

CTS

地点

Argentina

站点

Ramallo (Argentina)

Company / Legal Entity

AR01 (FCRS = AR001) Novartis Argentina S.A.

Alternative Location 1

Olivos, Argentina

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type
Regular

Shift Work
No

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