

## IFM Lead

Job ID  
REQ-10061751

9月 09, 2025

India

### 摘要

The IFM Lead at Genome Valley (GV) will be responsible for the comprehensive management of facilities across 1.5 lakh square feet of office space. This role demands a seasoned professional with expertise in Integrated Facility Management (IFM), vendor and stakeholder management, and GMP protocols. The candidate will lead a team, manage budgets, ensure seamless operations, and support new office projects and lease transactions.

### About the Role

Major Accountabilities:

- Manage operations and maintenance across 1.5 lakh sq ft of office space, ensuring all systems run efficiently.
- Lead Hard and Soft services through robust IFM practices and vendor oversight.
- Ensure GMP compliance, oversee visitor protocols, and resolve facilities and security issues.

- Supervise event logistics, employee transport, and travel coordination.
- Oversee physical and digital security, including emergency preparedness and business continuity.
- Support new office projects, lease negotiations, and stakeholder alignment.
- Maintain strong stakeholder communication and ensure timely issue resolution.
- Manage budgets, conduct business reviews, and publish regular facilities performance dashboards.
- Oversee IWMS and FM applications with a focus on innovation and continuous improvement.
- Lead F&B services, audit readiness, and HSE activities including safety and risk assessments.

## Minimum Requirements:

- Bachelor ' s degree in Engineering, Facilities Management, Real Estate, or a related field.
- Minimum of 10 years of progressive experience in real estate and facilities management, preferably within a multinational or regulated environment.
- Demonstrated expertise in programme and project management, with a strong track record of delivering complex initiatives on time and within budget.
- Proven ability to manage and influence diverse stakeholders across functions and geographies, fostering collaboration and alignment.

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部门

Operations

Business Unit

CTS

地点  
India

站点  
Hyderabad (Office)

Company / Legal Entity  
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area  
Facilities & Administration

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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