

PO Management Team Lead, REFS

Job ID
REQ-10065635

10月 30, 2025

Czech Republic

摘要

Location: Novartis, Prague, Czech Republic #LI-Hybrid

Relocation Support: This role is based in Prague, Czech Republic. Novartis is unable to offer relocation support: please only apply if accessible.

About the Role:

Step into a pivotal role where your expertise in procurement and operations will shape the future of global Real Estate & Facility Services (REFS) at Novartis. As PO Management Team Lead, REFS, you ' ll be the central point of contact for global operations, driving process excellence, tool governance, and team coordination. From onboarding new talent to optimizing financial workflows and system access, you ' ll be at the heart of innovation and collaboration—based in our dynamic Prague hub. If you're passionate about making a meaningful impact in a global organization that ' s reimagining medicine, this is your opportunity to lead with purpose.

About the Role

Key Responsibilities:

- Act as global subject matter expert and single point of contact for REFS operations and processes
- Lead weekly team meetings and regular 1:1s with Purchase Order Administrators
- Ensure global system access is maintained and troubleshoot access issues across REFS scope
- Manage CAP tool notification flows to align with country-specific requirements
- Oversee GR SharePoint functionality, document archiving, and stakeholder communication
- Govern REFS tools and processes, including CAP, Messerli, AGB, SPARTA, and GR SharePoint
- Deliver training to new hires and regional SPOCs on REFS tools and systems
- Support financial processes, ensuring month-end accrual checks meet SLA deadlines
- Participate in hiring and onboarding to ensure best-fit candidates join the REFS team
- Provide business justifications for equipment and support Financial Analysts with operational expertise

Essential Requirements:

- 3-5 years of experience in procurement, real estate, or similar roles within a global organization
- Proven leadership experience managing teams and driving operational excellence
- Strong communication skills with fluency in English
- Solid understanding of multinational business operations and culture
- Collaborative mindset with ability to work across virtual teams and remote stakeholders
- Self-driven, curious, and highly motivated to learn and grow

Benefits & Rewards

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 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

Commitment to Diversity and Inclusion / EEO paragraph:

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

<https://talentnetwork.novartis.com/network>

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 di.cz@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:
<https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we ' ll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

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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