Facility Manager

Job ID
REQ-10071629

2   12, 2026

Ireland

The Facility Manager ensures a safe, efficient, and user friendly workplace by overseeing daily operations, maintenance, compliance, vendor management, and all workplace support services while coordinating closely with landlords and internal partners. They also lead space management, sustainability efforts, KPIs tracking, and deliver facility projects—including relocations and fit outs—while driving continuous improvement and resolving operational challenges through strong stakeholder collaboration.

Location: Dublin, Ireland; Hybrid

This role is based in Dublin, Ireland. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

About the Role

Key Responsibilities:

- Ensure a comfortable, efficient, and reliable workplace by managing daily facility operations and resolving issues promptly.
- Oversee preventive maintenance and ensure full compliance with health, safety, environmental, and energy efficiency standards.
- Lead vendor and service provider management, including contract negotiation, performance evaluation, and cost optimization.
- Supervise workplace support services such as reception, mail, pantry, office supplies, meeting rooms, transportation, and landlord related services.
- Oversee canteen management and events, coordinating internal events, hospitality service, vendor performance, and ensuring a positive employee experience across all workplace hospitality services.
- Manage real estate activities including landlord coordination, lease discussions with Procurement and Legal, and service delivery improvements.
- Track and report key performance indicators, offering insights on space usage, service quality, sustainability, and cost efficiency.
- Deliver facility projects, support relocations and fit outs, drive sustainability initiatives, and collaborate with stakeholders to solve operational challenges.

Essential Requirements:

- Bachelor's in Business Administration, Finance, Architecture, or Engineering (engineering is recommended for specific sites).
- Proven experience in facility management (preferably in pharmaceuticals or related industries), with knowledge of operations, finance, and maintenance.
- Experience in canteen/food service operations and event management, with the ability to coordinate internal stakeholders and suppliers, manage logistics, and ensure high quality service delivery.
- Ability to lead projects and vendor teams effectively.
- Skills to select vendors, negotiate contracts, and ensure high performance.
- Strong interpersonal skills to interact with stakeholders and employees.
- Proactively resolve challenges to ensure business continuity.

Commitment to Diversity & Inclusion:

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

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

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

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally. Read our handbook (PDF 30 MB)

Operations

Business Unit
Administration & Facility

Ireland

Dublin (NOCC)

Company / Legal Entity
IE02 (FCRS = IE002) Novartis Ireland Ltd

Functional Area
Facilities & Administration

Job Type
Full time

Employment Type
Regular

Shift Work
No

```
function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer698e1b8e2b269066103996"); var mediaContainer =
mediaElement.closest('.nc-kaltura-media'); var originalWidth = "1200px"; var originalHeight = "674px";
var originalWidthValue = parseFloat(originalWidth); var originalHeightValue =
parseFloat(originalHeight); var mediaType = "video"; var isResponsive = false; //Get computed styles
of the container element. var parentStyles = window.getComputedStyle(mediaContainer); var
finalWidth = parseFloat(parentStyles.width); if (finalWidth  var config = { targetId:
"kalturaplayer698e1b8e2b269066103996", provider: { widgetId: "1Om7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false,
allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: { download: {
disable: true }, "playkit-js-transcript":{ position: "right", //Default bottom;(' left' , ' right', ' top' , 'bottom' ) to
enable transcript expandMode: "over", //Default alongside;(' alongside', ' hidden' , 'over' )
expandOnFirstPlay: false, showTime: true, downloadDisabled: false, printDisabled: false, disable:
true } }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false },
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; config.plugins.preventSeek = { preventSeekForward:
false, preventSeek: false }; config.plugins.floating = { disable: true }; config.plugins.navigation = {
position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; config.plugins['playkit-
js-hotspots'] = { disable: true }; config.plugins['playkit-js-moderation'] = { disable: true };
config.plugins['playkit-js-info'] = { disable: true }; config.plugins.share = { disable: true };
config.ui.uiComponents = []; config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } };
```

```
try { var kalturaPlayer = KalturaPlayer.setup(config); //Add the player to the global array. if (typeof
kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } //Load the Player for other
media. kalturaPlayer.loadMedia({entryId: "1dgfvmafo"}); setTimeout(() => {
setupAutoPause(kalturaPlayerVideos); }, 500); function setupAutoPause(players) {
players.forEach((currentPlayer) => { currentPlayer.addEventListener('play', () => {
players.forEach((otherPlayer) => { if (otherPlayer !== currentPlayer && typeof otherPlayer.pause ===
'function') { otherPlayer.pause(); } }); }); }); } } catch (e) { console.error(e.message) }
```

VIDEO

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