

Facilities Manager

Job ID
REQ-10071656

2月 16, 2026

Spain

摘要

#LI-Hybrid

Location: Barcelona, Spain

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

As the Real Estate Facility Service representative at the country level, acts as the touchpoint for customers cross-site and within the country and across all REFS domains, to gather and maintain a deep understanding of country business needs and challenging these needs to shape country level customer requirements ensuring all service activities deliver greatest value and quality

About the Role

Your key responsibilities:

Your responsibilities include, but are not limited to:

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.

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.
- Negotiate contracts and identify opportunities for cost reduction.

Workplace Support Services

- Supervise non-technical services such as reception/helpdesk, mail delivery, cleaning, pantry management, office supplies, meeting room set-up, food and transportation.
- Key contact for Landlord services like parking, , canteen, Business centre, Auditorium and gym services.

Health, Safety, and Environment Compliance & Security

- Ensure facilities meet health, safety, security and environmental standards.
- Promote a positive safety culture and proactively mitigate risks.

Real Estate Management

- Communicate with landlords on building maintenance and sustainability improvements.
- Handle 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 on space usage, service quality, and cost efficiencies.

Facility Projects

- 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.

Stakeholder collaboration

- 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.

Essential:

- Hybrid working with flexibility to be on-site at least 4 days per week.
- Proven experience in facility management within Commercial offices. knowledge of operations, finance, and maintenance.
- Ability to lead projects and vendor teams effectively.
- Skills to select vendors, negotiate contracts, and ensure high performance.
- Proactively resolve challenges to ensure business continuity.
- Strong interpersonal skills to interact with stakeholders and employees.

You ' ll receive:

Breakdown of benefits received in this role to include; competitive base salary, learning and development opportunities. Company Pension Plan; Life and Accidental Insurance; Meals, Allowance or Canteen in the office; Flexible working hours.

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?

766 million lives were touched by Novartis medicines in 2021, and while we ' re proud of this, we know there is so much more we could do to help improve and extend people ' s lives. We believe new insights, perspectives and ground-breaking solutions can be found at the intersection of medical science and digital innovation. That a diverse, equitable and inclusive environment inspires new ways of working.

We believe our potential can thrive and grow in an unbossed culture underpinned by integrity, curiosity and flexibility. And we can reinvent what's possible, when we collaborate with courage to aggressively and ambitiously tackle the world's toughest medical challenges. Because the greatest risk in life, is the risk of never trying!

Imagine what you could achieve here at Novartis!

Commitment to Diversity & Inclusion:

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

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

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 \(PDF 30 MB\)](#)

部门

Operations

Business Unit

Administration & Facility

地点

Spain

站点
Barcelona Gran V í a

Company / Legal Entity
ES06 (FCRS = ES006) Novartis Farmac é utica, S.A.

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("kalturaplayer699489455cb23220257760"); 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:
"kalturaplayer699489455cb23220257760", provider: { widgetId: "10m7rm1pm", 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

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

Job ID
REQ-10071656

Facilities Manager

[Apply to Job](#)



Job ID
REQ-10071656

Facilities Manager

[Apply to Job](#)

Source URL:
<https://www.novartis.com.cn/careers/career-search/job/details/req-10071656-facilities-manager>

List of links present in page

1. <https://www.novartis.com/careers/benefits-rewards>
2. <https://www.novartis.com/about/strategy/people-and-culture>
3. <https://www.novartis.com/sites/novartis.com/files/novartis-life-handbook.pdf>
4. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Barcelona-Gran-Va/Facilities-ManagerREQ-10071656-1>
5. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Barcelona-Gran-Va/Facilities-ManagerREQ-10071656-1>