

Facilities Management Lead (East Hanover)

Job ID
REQ-10074851

3月 27, 2026

USA

摘要

Provide overall leadership, management, and strategic planning for the management of third-party service providers for the delivery of facility services at the East Hanover campus. Fully support facility services within both direct contract and integrated facility management (IFM) models. Responsibilities include facility management of the overall buildings, grounds, cleaning, food services, infrastructure and site maintenance operations.

Develop strategic relationships with third-party service providers and Novartis business stakeholders. Recognized as competent in evolving facilities management and strategic planning to build and sustain competitive advantage. Facilitate and participate in the development of change management approaches required to implement them. Ensure close coordination with, and actively participate in, US REFS initiatives to maximize enterprise-wide opportunities.

Work closely with campus associates to ensure customer satisfaction goals are achieved. Follow up with customers to understand customer issues, follow up with REFS suppliers to address issues, and keep customers informed of progress. Ensure adequate REFS support at campus events, FDA audits, etc.

About the Role

Major accountabilities:

- Manage and govern third party service providers providing facility services to make sure that they adhere to baseline budgets, work to develop new scope of work, and maintain site operations 24/7 as necessary. Conceptualize, develop, and implement innovative short- and long-term business strategies to improve quality, productivity, customer service levels and cost efficiency. Ensure the facility services meet end user requirements stakeholder customer satisfaction
- Complete monthly reporting required by the US REFS Head, Novartis leadership, REFS senior leadership and site heads.
- Ensure effective third-party contract management and governance. Determine service provider ratings for monthly/quarterly financial and operational performance indicators. Provide oversight and take corrective action quickly and decisively when performance falls short of expectation, adherence to contracts, or when conflict dispute resolution is required.
- Partner with Novartis Procurement and participate in the request for proposal (RFP) process when evaluating new suppliers.
- Safety and compliance management (GXP, FDA, USDA, AAALAC, OSHA, SOX, POP) including company policies and procedures. Advocate and enforces applicable Novartis standards, policies, procedures, and best practices in the implementation and/or maintenance of facilities and services. Works closely with the Novartis Health, Safety & Environment (HSE) team to ensure proper compliance via third party service provider and all contracted vendors.
- Understand and operate under Novartis budgetary guidelines and manage expenses according to budget.
- Demonstrate company values on a consistent basis.
- Drive culture within organization that retains and develops talent to create a pipeline for organizational growth, as well as one which values diversity and embraces inclusive behaviors.

Key performance indicators:

- Cost effective operations - optimal balance direct/ contract services
- High level of stakeholder engagement (internal customers & external partners)
- First time quality - achievement of percentage objective
- Timely resolution of organizational and operational issues
- Budget compliance - meet established targets
- Regulatory compliance - zero observations
- Environmental compliance - adherence to region sustainability goals
- Partner with internal stakeholders to understand, prioritize and respond to needs
- Drives continuous improvement mindset in the organization and executing in the various Facility Management areas of operational excellence

Minimum Requirements:

Education: Bachelors degree required.

Work Experience:

- 5-8 years of experience in a facility management/ maintenance environment.
- Strong financial competency with budgeting, capital planning and maintenance.
- Leadership and innovation. The ability to focus the organization on a common objective.
- Extensive pharmaceutical facility operation experience.
- Regulatory knowledge as related to pharmaceutical industry. Knowledge and understanding of Good Laboratory Practices (GLP), Good Manufacturing Practices (GMP) and other regulatory regulations regarding facility operations.
- Strong knowledge of facility/ building/ utility operations and services, and the ability to understand corporate perspective, strategic and financial.
- Competency in analytical and problem-solving skills.
- Ability to develop and maintain partnerships with internal as well as external organizations to achieve goals. Ability to build relationships and manage key vendors.
- Ability to be a champion for change and continuous improvement across REFS and the business. Flexibility and Adaptability.
- Proven success in a collaborative environment, Ability to excel in cross-functional teams with multiple stake holders.
- Strong communication skills, both written and verbal.

Languages:

- English

Novartis Compensation and Benefit Summary:

The salary for this position is expected to range between \$108,500 and \$201,500/year. The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors. Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards. US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

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 \(PDF 30 MB\)](#)

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

部门

Operations

Business Unit

Administration & Facility

地点

USA

状态

New Jersey

站点

East Hanover

Company / Legal Entity
U061 (FCRS = US002) Novartis Services, Inc.

Functional Area
Facilities & Administration

Job Type
Full time

Employment Type
Regular

Shift Work
No

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function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer69c76720ed816419611708"); 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 <= deviceWidth) var config = { targetId:
"kalturaplayer69c76720ed816419611708", 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 } };
```

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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: "1_dgfvmafo"}); 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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