

Facilities Management Lead

Job ID
REQ-10074448
мар 27, 2026
Швейцария

Сводка

Provide overall leadership, management, and strategic planning for the management of third-party service providers for the delivery of facility services at Campus Basel incl. Rotkreuz and Geneva. 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, REFS initiatives to maximize enterprise-wide opportunities

Location: Basel, Switzerland

#LI-Hybrid

About the Role

Key Responsibilities:

- Lead the region FM Team 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.
- Alignment with the Novartis Design & Construction Management (DCM) team on CODB plans prior to the DCM team executing the project plans.
- Partner with Novartis Procurement, e.g. to participate in the request for proposal process when evaluating new suppliers. Partner with HSE and QA teams for safety and compliance management to ensure proper compliance via third party service provider and all contracted vendors.
- Ensure effective third-party contract management and governance incl. service provider ratings for monthly/quarterly financial and operational performance indicators. Provide oversight and take corrective action quickly and decisively as required
- 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.

Essential Requirements:

- 5+ years of experience in a facility management/ maintenance environment
- Strong financial competency with budgeting, capital planning and maintenance
- Extensive pharmaceutical facility operation experience
- Strong knowledge of facility/ building/ utility operations and services, and the ability to understand corporate perspective, strategic and financial incl. regulatory knowledge as related to pharmaceutical industry
- Strong stakeholder management and influencing without formal authority skills
- Ability to manage ambiguity and complexity in evolving environments
- Strong communication skills in English/German, both written and verbal

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Дивизион
Operations
Business Unit
Administration & Facility
Место
Швейцария
Сайт
Basel (City)
Company / Legal Entity
C028 (FCRS = CH028) Novartis Pharma AG
Functional Area

Административные функции
Job Type
Full time
Employment Type
Regular
Shift Work
No

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

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