

Junior Facility Management Specialist

Job ID
REQ-10082357
авг 13, 2026
Австрия
Available in: English

Сводка

Supports the Industrial Park Facility Management team in the delivery and continuous improvement of the service portfolio and internal operational processes. The role focuses on reliable execution, coordination and structured support activities, while contributing to process efficiency and transparency.

About the Role

Major Accountabilities

- Coordinate and monitor assigned Industrial Park facility services, ensuring smooth day-to-day operations.
- Maintain accurate operational data, service documentation, trackers, and contract-related records.
- Support SLA/KPI monitoring and provide reporting inputs for performance reviews and decision-making.
- Act as a key coordination point between tenants, internal stakeholders, and external service providers.
- Track operational issues, open actions, and follow-up activities to ensure timely resolution.
- Prepare standard reports, presentations, meeting documentation, and support structured administrative workflows.
- Ensure data quality, completeness, accuracy, and timely updates across systems and reporting tools.
- Drive continuous improvement by identifying optimization opportunities and supporting the implementation of standardized processes, tools, templates, and AI-enabled solutions.

Minimum requirements:

- Bachelor's degree or comparable education (e.g. HAK Matura with relevant work experience)
- Initial experience (e.g. internships, working student roles) in Facility Management, Operations or Project Management is an advantage
- Strong organizational and structured working style
- Ability to manage multiple topics in parallel
- Analytical mindset and affinity for data
- Solid MS Office skills (Excel essential, Power BI beneficial)
- Very good German and English language skills

Benefits and Rewards

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and a minimum of 14 weeks paid parental leave.

Expected Annual Base Salary Range for role:

47.532 - 78.100 EUR

The salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters. Further details will be provided during the application process.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

Read our brochure to learn more about our global total rewards offering: https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

Adjustments for Applicants with Disabilities: If because of a medical condition, physical disability or a neurodiverse condition you require an adjustment during the recruitment process, please reach out to disabilities.austria@novartis.com and let us know the nature of your request as well as your contact information. The support which we can provide will include advice on suitable positions as well as guidance at all stages of the application process. Austrian law provides candidates the opportunity to involve the local disability representative, Behindertenvertrauensperson (BVP), in the application process. If you would like to request this, please let us know in advance as a note on your CV.

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.

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 \(PDF 30 MB\)](#)

Primary location salary range

€48,483.00 - €78,100.00

Дивизион

Operations

Business Unit

Administration & Facility

Место

Австрия

Сайт

Kundl

Company / Legal Entity

AT33 (FCRS = AT033) Novartis Pharmaceutical Manufacturing GmbH

Functional Area

Административные функции

Job Type

Full time

Employment Type

Regular

Shift Work

No

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