

Facilities Management Lead

Job ID

REQ-10074448

Mar 27, 2026

LOC_CH

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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[culture](#)

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Division

DIV_TO

Business Unit

Administration & Facility

Location

LOC_CH

Site

Basel (City)

Company / Legal Entity

C028 (FCRS = CH028) Novartis Pharma AG

Functional Area

FCT_FA

Job Type

Full time

Employment Type

Regular

Shift Work

No

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2. <https://www.novartis.com/about/strategy/people-and-culture>
3. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
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