

Facility Manager

Job ID

REQ-10069844

Apr 02, 2026

LOC_GB

About the Role

Key Responsibilities:

- Ensure a comfortable, efficient, and reliable workplace by managing daily facility operations and resolving issues promptly.
- Oversee preventive maintenance and ensure full compliance with health, safety, environmental, and energy-efficiency standards.
- Lead vendor and service provider management, including contract negotiation, performance evaluation, and cost optimization.
- Supervise workplace support services such as reception, mail, pantry, office supplies, meeting rooms, transportation, and landlord-related services.
- Oversee canteen management and events, coordinating internal events, hospitality service, vendor performance, and ensuring a positive employee experience across all workplace hospitality services.
- Manage real estate activities including landlord coordination, lease discussions with Procurement and Legal, and service delivery improvements.
- Track and report key performance indicators, offering insights on space usage, service quality, sustainability, and cost efficiency.
- Deliver facility projects, support relocations and fit-outs, drive sustainability initiatives, and collaborate with stakeholders to solve operational challenges.

Essential Requirements:

- Bachelor's in Business Administration, Finance, Architecture, or Engineering (engineering is recommended for specific sites).
- Proven experience in facility management (preferably in pharmaceuticals or related industries), with knowledge of operations, finance, and maintenance.
- Experience in canteen/food service operations and event management, with the ability to coordinate internal stakeholders and suppliers, manage logistics, and ensure high-quality service delivery.
- Ability to lead projects and vendor teams effectively.
- Skills to select vendors, negotiate contracts, and ensure high performance.
- Strong interpersonal skills to interact with stakeholders and employees.
- Proactively resolve challenges to ensure business continuity.

Commitment to Diversity and Inclusion

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>

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Role Requirements

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Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Division

DIV_TO

Business Unit

Administration & Facility

Location

LOC_GB

Site

London (The Westworks)

Company / Legal Entity

GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.

Functional Area

FCT_FA

Job Type

Full time

Employment Type

Regular

Shift Work

No

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