

Facility Coordinator

Job ID
REQ-10084625
авг 04, 2026
Чехия
Available in: English

Сводка

#LI-Hybrid
Location: Prague, Czech Republic

This role is based in Prague, Czech Republic. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

As the Facility Coordinator at country level, you will manage vendor creation, gather offers below Procurement thresholds, collect documentation required, manage contract creation and renewals, maintain internal databases & manage all administrative tasks (PO creations, good receipts, invoice mismatches, CAR preparations etc..)

About the Role

Key Responsibilities:

- Manage vendor onboarding, requests, contracts, and compliance processes (TPRM, shopping carts, cost allocation).
- Coordinate vendor communication, offers for additional services, and completion tracking.
- Prepare and maintain HSE and GxP documentation throughout contract lifecycles.
- Review, finalize, and facilitate the signing of contracts with Procurement and internal teams.
- Maintain and audit vendor and contract records in the Novartis database for accuracy and compliance.
- Manage landlord-related charges (rent, guarantees, discounts) and collaborate on lease adjustments.
- Support cost approvals (CARs) for small facility projects and create purchase orders.
- Oversee POs, goods receipts, vendor payments, taxes, and lease documentation.
- Track budgets, expenses, utilities, and assets; provide analytics and reporting to support facility operations.
- Handle administrative tasks, ensure GxP service compliance, and manage pass-through cost recharges and sub-leasing activities.

Essential Requirements:

- Administrative routines in FM operations, Vendor and Contract management; Finance admin, Analytical skills
- Knowledge of legal and regulatory compliance for contracts.
- Understanding of financial principles related to facility management.
- Excellent communication and organizational skills to manage correspondence and deadlines efficiently.
- Proactive and collaborative approach . Understanding of SAP Ariba
- Education: BSc/BA in Business Administration or Finance
- Fluent German and English speaking is essential.

Expected Annual Base Salary Range for role: 528,990.00 - 982,410.00 CZK

The base 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.

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 minimum 14 weeks paid parental leave.

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.

Commitment to Diversity & Inclusion:

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

Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to **1/3** individuals. If, because of a medical condition or disability, you need a reasonable

accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an email to di.cz@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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
Kč528,990.00 - Kč982,410.00
Дивизион
Operations
Business Unit
Administration & Facility
Место
Чехия
Сайт
Prague
Company / Legal Entity
CZ02 (FCRS = CZ002) Novartis s.r.o.
Functional Area
Административные функции
Job Type
Full time
Employment Type
Regular
Shift Work
No

Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to di.cz@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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