NOVARTIS

Sourcing Manager - Facility Management Services & CAPEX

Job ID
REQ-10072533

3   09, 2026

Czech Republic

The Sourcing Manager - Facility Management Services & CAPEX is responsible for aligning globally and locally with respective REFS (Real Estate & Facility Management Services), Finance and Procurement Stakeholders (Business Partners) to implement Procurement projects and strategies to realized key productivity targets. Provides end-to-end category and project management in the areas of Facility Management & Construction (plus Capital Projects). This is done through alignment of business requirements, operational excellence, strategic sourcing and negotiation expertise, supplier market intelligence, financial productivity and mitigation of risk.

Relocation Support: This role will be preferably based in Prague, Czech Republic. Novartis is unable to offer relocation support, please only apply if accessible.

#LI-Hybrid

About the Role

Major accountabilities:

- Oversee and manage procurement activities when no category strategy is established above the strategic threshold, including negotiation strategy development, approval processes, and effective communication.
- Provide leadership and support for sourcing execution and negotiation, acting as an escalation point for buyers and ensuring successful outcomes.
- Maintain clear and consistent information flows with Regional and Category teams to identify opportunities for demand aggregation and maximize leverage.
- Ensure that operational procurement requests align with category strategies and comply with all relevant policies, procedures, and preferred supplier agreements.
- Assist in identifying and delivering cost-saving opportunities to contribute to overall organizational efficiency.
- Balance business objectives with Novartis' strategic goals, ensuring the right approach for both operational excellence and company priorities.
- Collaborate with stakeholders to identify the most effective and cost-efficient methods to achieve business objectives.

Minimum Requirements:

- Minimum of 5 years' experience in procurement and contract management.
- Bachelor's degree required; advanced degree (e.g., Master's in business administration, finance, law, or a scientific/technical discipline) strongly preferred.
- Proven background in procuring Integrated Facilities Management (IFM) Services, Construction & Capital Projects. Experience is Real Estate services is a plus.
- Demonstrated ability to operate effectively within global, matrixed organizations, and collaborate across diverse geographies and cultures.
- Expertise in sourcing processes such as RFI/RFQ, negotiation strategies, project management, market analysis, and driving operational excellence.
- Outstanding communication and collaboration skills.
- Fluent in spoken and written English; proficiency in additional languages such as German, Spanish, Portuguese, or Russian is highly desirable.

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 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

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come

up: https://talentnetwork.novartis.com/network

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: https://www.novartis.com/careers/benefits-rewards

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)

Operations

Business Unit
Purchasing & Sourcing

Czech Republic

Prague

Company / Legal Entity
CZ02 (FCRS = CZ002) Novartis s.r.o.

Functional Area
Procurement

Job Type

Full time

Employment Type
Regular

Shift Work
No

```
function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer_69bfdadb0f8e1533643295"); var mediaContainer =
mediaElement.closest('.nc-kaltura-media'); var originalWidth = "1200px"; var originalHeight = "674px";
var originalWidthValue = parseFloat(originalWidth); var originalHeightValue =
parseFloat(originalHeight); var mediaType = "video"; var isResponsive = false; //Get computed styles
of the container element. var parentStyles = window.getComputedStyle(mediaContainer); var
finalWidth = parseFloat(parentStyles.width); if (finalWidth   var config = { targetId:
"kalturaplayer_69bfdadb0f8e1533643295", provider: { widgetId: "_10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false,
allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: { download: {
disable: true }, "playkit-js-transcript":{ position: "right", //Default: bottom;(' left' , ' right', ' top' , 'bottom' ) to
enable transcript. expandMode: "over", //Default: alongside;(' alongside', ' hidden' , 'over' )
expandOnFirstPlay: false, showTime: true, downloadDisabled: false, printDisabled: false, disable:
true } }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false },
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; config.plugins.preventSeek = { preventSeekForward:
false, preventSeek: false }; config.plugins.floating = { disable: true }; config.plugins.navigation = {
position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; config.plugins['playkit-
js-hotspots'] = { disable: true }; config.plugins['playkit-js-moderation'] = { disable: true };
config.plugins['playkit-js-info'] = { disable: true }; config.plugins.share = { disable: true };
config.ui.uiComponents = []; config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } };
```

```
try { var kalturaPlayer = KalturaPlayer.setup(config); //Add the player to the global array. if (typeof
kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } //Load the Player for other
media. kalturaPlayer.loadMedia({entryId: "1_dgfvmafo"}); setTimeout(() => {
setupAutoPause(kalturaPlayerVideos); }, 500); function setupAutoPause(players) {
players.forEach((currentPlayer) => { currentPlayer.addEventListener('play', () => {
```

```
players.forEach((otherPlayer) => { if (otherPlayer !== currentPlayer && typeof otherPlayer.pause ===
'function') { otherPlayer.pause(); } }); }); }); } } catch (e) { console.error(e.message) }
```


VIDEO

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 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.

Job ID
REQ-10072533

Sourcing Manager - Facility Management Services & CAPEX

[Apply to Job](#)

Job ID
REQ-10072533

Sourcing Manager - Facility Management Services & CAPEX

[Apply to Job](#)

List of links present in page

---

1. https://www.novartis.com/about/strategy/people-and-culture
2. https://talentnetwork.novartis.com/network
3. https://www.novartis.com/careers/benefits-rewards
4. https://www.novartis.com/about/strategy/people-and-culture
5. https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf
6. https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Prague/Sourcing-Manager---Facility-Management-Services---CAPEXREQ-10072533
7. https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Prague/Sourcing-Manager---Facility-Management-Services---CAPEXREQ-10072533