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Facility Coordinator

Hiring organization
STROPCIM

Employment Type
Full-time

Beginning of employment
ASAP

Industry
Consulting Services

Job Location
Brussels, Belgium
Remote work possible

Working Hours
8:00-17:00

Date posted
November 26, 2024

Description

We are seeking an organized and proactive Facility Coordinator to manage and maintain our office spaces and building amenities. The Facility Coordinator will be responsible for ensuring that our facilities are safe, clean, and functional, meeting the needs of our employees and complying with health and safety standards.

Responsibilities

- Coordinate and monitor activities related to maintenance, cleaning, security, and other facilities operations.
- Develop and implement maintenance schedules for equipment, systems, and infrastructure.
- Respond to emergency situations or disruptions of services and facilities.
- Ensure compliance with health and safety regulations, including conducting regular inspections.
- Manage relationships with contractors and service providers.
- Supervise and coordinate the work of maintenance and janitorial staff.
- Handle the procurement and inventory of supplies and equipment necessary for facility operations.
- Assist with space planning and office moves, including managing renovations and building projects.
- Oversee energy conservation and environmental initiatives.
- Maintain records of facilities operations, including the status of ongoing work and completed tasks.

Qualifications

- Proven experience as a Facility Coordinator or in a similar role.
- Strong knowledge of facilities management operations and best practices.
- Excellent organizational and multitasking abilities.
- Good communication and interpersonal skills.
- Ability to handle emergencies and work under pressure.
- Familiarity with health and safety regulations.
- Proficiency in MS Office and facilities management software.

Preferred Qualifications:

- Certification in facilities management or related field.
- Experience with budget management and cost control.

Job Benefits

Working Conditions:

- Full-time position with occasional need for overtime or on-call availability.
- Work is primarily performed in an office setting, with some physical activity required for inspections and maintenance tasks.

Benefits:

- Competitive salary based on experience & seniority
- Company Car
- Meal Vouchers
- Fuel Card
- Holiday Paid
- Pension Plan

Contacts
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