

Due to expansion of our operations, for our office in Belgrade we are looking for:

Facilities Manager

MAIN RESPONSIBILITIES:

- Oversee day-to-day operations of facilities being primary point of contact for them
- Respond promptly and positively to requests from building owners and its tenants. Ensure that requests are being solved promptly to the mutual benefit of the tenant, client, and the properties in accordance with contract scope
- Drive innovation through the development of best practices, operational and service efficiency as well as the identification of industry trends and tools that would contribute to our operational excellence goals
- Ensure that all site-specific documentation, logbooks and reports are completed accurately and on time
- Supervise all maintenance programs relating to the interior and exterior conditions and appearance of the properties
- Coordinate the preparation of the annual budget and quarterly actuals including comparison with budget's forecast
- Assist in the development of CapEx budgets for the property and monitoring its proper implementation
- Development and updating of the Preventive Maintenance Plan;
- Monitoring and control of BMS system;
- Monitoring and guiding of maintenance subcontractors during interventions and preventive works

REQUIREMENTS:

- Bachelor's Degree in Mechanical/ Electrical Engineering, Building/ Facilities/ Real Estate Management or equivalent
- Minimum 5 years of supervisory/ team lead experience
- Experience in the development and implementation of programs to drive out cost inefficiencies
- Excellent computer and systems knowledge; Strong literacy in Microsoft Office Suite and AutoCad

SKILLS:

- Proactive with strong organizational skills, ability to drive efficiencies, process driven individual who leads and promotes best practice
- Excellent communication (oral and written), interpersonal and planning skills
- Skilled in Building Management Systems maintenance and monitoring
- Proficient in understanding management agreements and contract language

WE OFFER YOU:

- A challenging position within a leading real estate company
- An interesting salary package
- Opportunity to be a part of an expanding business

INTERESTED ? Please send your CV no later than Wednesday 24th August to jobs@cw-cbs.rs

Only short-listed candidates will be contacted.

Personal data collected in this manner will only be used in accordance with the Personal Data Protection Law. Before sending your application please inform yourself of the way CBS International collects, uses, and processes personal data related to job applicants, at the following link: <https://cw-cbs.rs/obavestjenje-o-obradi-podataka-licnosti-kandidata-za-posao/>

CBS International is the leading real estate consultancy in Serbia in terms of revenue for 12 years, providing variety of services including: Office Agency, Retail Agency, Residential Sales and Leasing, Industrial Agency, Land Agency, Valuation and Development Advisory, Capital Markets, Market Research, Project Management, Facility Management, Property Management and Marketing.

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WHEN YOU THINK OF PROPERTIES