

Due to expansion of our operations, for one of the leading IT companies we are looking for:

Hard Services Manager

MAIN RESPONSIBILITIES:

- Oversee day-to-day operations of technical and cleaning services
- Respond promptly and positively to requests from the client and ensure that requests are being solved in a timely manner in accordance with contract scope
- Communicate with LL technical and cleaning teams in order to maintain all building services
- Ensure all site-specific documentation, logbooks and reports are completed accurately and on time
- Manage all maintenance activities relating to the interior and exterior conditions and appearance of the properties
- Lead maintenance and cleaning contracts and approve all annual maintenance plans
- Facilitate and manage various office projects (e.g., office buildout, office moves, repairs or refurbishments)
- Set up operations to improve workflow for Workplace Services (Hard Services, Hygiene services)
- Drive operational objectives with ongoing process improvement initiatives to continually improve service, project delivery and customer success

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 preferred
- Excellent computer and systems knowledge; Strong literacy in Microsoft Office Suite and Auto Cad

SKILLS:

- Proactive with strong organizational skills, ability to drive efficiencies, process driven individual who leads and promotes best practice, a self-starter and salesforce enthusiast
- Sustainability, accessibility, diversity and inclusion oriented individual
- Ability to manage a group of specialists and be a SPOC (Single point of contact) managing several competing priorities
- Excellent organizational, interpersonal, multi-tasking, verbal and written communication and planning skills
- Skilled in Building Management Systems monitoring, strong technical and commercial skills
- Ability to communicate and collaborate effectively with a diverse range of people and job functions
- Proficient in understanding management agreements and contract language

WE OFFER YOU:

- A challenging position within a leading real estate company, working for the client, one of the leaders in IT industry
- An interesting salary package
- Opportunity to be a part of a fast growing business in Hi-tech, modern and dynamic environment, being a member of a team of dedicated professionals striving for excellence, opportunity to get to know and experience the latest trends in FM business in IT industry

INTERESTED? Please send your CV no later than Monday, August 29th 2022, 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/en/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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