

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

## Facilities Manager (15 months engagement)

### MAIN RESPONSIBILITIES:

- Oversee all FM services and activities related to business premises of the client, being primary point of contact. Monitor day-to-day operations
- 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
- Manage of on-site facilities management team
- 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
- Main responsibilities include: LL Relations, Global Policies implementation and Compliance, Global reporting, Vendor Management, Project Management, Strategic & Sustainability planning, Incident Management, Collaboration with IT, HC Growth Planning, RE&F Local procedures preparation and implementation, Internal communication with client's employees

### REQUIREMENTS:

- Bachelor's Degree
- 3 – 5 years of Facilities/Real Estate Management or equivalent experience
- Supervisory/team lead experience
- Excellent computer and systems knowledge; Strong literacy in Microsoft Office Suite

### SKILLS:

- Proactive with strong organizational skills, ability to drive efficiencies, process driven individual who leads and promotes best practice
- Sustainability, accessibility, diversity and inclusion oriented individual
- Excellent organisational, interpersonal, multi-tasking, verbal and written communication and planning skills
- Ability to prioritize and multitask in a fast-paced office environment
- 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 29<sup>th</sup> 2022, to [jobs@cw-cbs.rs](mailto: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/jobavestjenje-o-obradi-podataka-licnosti-kandidata-za-posao/>

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