



CBS International is always open for new talented people, ready to share our success and add to further development of the company. We are well aware of the fact that our success lies in people. Therefore, we provide our employees with limitless opportunity to expand on their talent and skills and work at their full potential. We welcome people who share our dedication to excellence, our client-oriented vision and our abiding interest in commercial real estate. Should you see yourself as a part of the winning team, whether as experienced real estate professional or yet as willing to grow into true expert in the field, we'd certainly like to hear from you. Due to expansion of our operations, for our office in Belgrade we are looking for:

Facility Manager

RESPONSIBILITIES:

- Planning and monitoring activities for each individual project
- Assessment of the required project budget and cost optimization in the area of integrated facility services
- Cost control and comparison with budgets for individual project
- Organizing and defining the tasks of all participants in the service provision process in coordination with the Sector Director
- When taking over projects, organizing the preparation of the Records for Handover between the Client and the Company
- Communication with the Client and his representatives and organizing subcontractors in accordance with the Client's procedure
- Performance Control of contractual obligations and quality control in accordance with the maintenance plan (Performance of daily inspections, monitoring of subcontractors during interventions and works at the Client's premises (repairs, maintenance, cleaning, safety))
- Negotiation with suppliers and subcontractors
- Intervening in the elimination of deficiencies and solving the problems
- Preparation of annual and quarterly reports
- Proactively contacting potential Clients in order to ensure new contracts
- Checking Client satisfaction regarding the service provided and helping to resolve Client's complaints

EDUCATION AND EXPERIENCE

- Bachelor's degree (BS) – preferred technical education
- Minimum 3 years of work experience in the same or similar jobs

SKILLS

- Fluent in both written and spoken English
- IT skills (MS Word, Excel, PowerPoint, Outlook, Internet)
- Detail oriented
- Driving licence Category B

INTERESTED? Please share your CV in English via 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 13 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.

CBS International is a member of Cushman & Wakefield Alliance, a leading global real estate services firm with 52,000 employees in more than 60 countries. Cushman & Wakefield is among the largest commercial real estate services firms in the world with revenue of \$10.1 billion across core services. For more information, visit www.cw-cbs.rs | www.cushmanwakefield.com