

FACILITIES COORDINATOR

MAIN FUNCTIONS AND RESPONSIBILITIES:

- ✓ Ensure that basic facilities are well-maintained and conduct proactive facilities maintenance as to meet compliance standards and governmental regulations;
- ✓ Source and oversee contracts and service providers for functions such as facilities repairs, cleaning, renovation, reconstruction, refurbishment, office relocation, etc.;
- ✓ Coordinate the preparation of all necessary documents for obtaining permits related to construction, facilities repair, renovation works on site;
- ✓ Participate in the control of the design and the implementation of construction and technical projects on site;
- ✓ Prepare all needed documents, sketches, plans, programs related to the extension of production facilities, reconstructions, renovations and other construction projects and keep records and archives of them;
- ✓ Monitor the execution of the construction works as per the concluded agreements with third party suppliers;
- ✓ Supervise construction, extension and installation works, reconstruction, renovation, refurbishments, repair works and new construction on site together with ESH unit;
- ✓ Solve technical/construction problems and emergencies aligning his/her actions and decisions with the immediate manager;
- ✓ Advise functional managers on measures to improve the efficiency and the cost-effectiveness of the facility;
- ✓ Take care of the maintenance of the green areas on the site premises;

REQUIREMENTS:

- High-school education in the field of Construction or Facility management
- At least 3 years of experience in Construction or Facility management
- Good knowledge of legislation requirements related to construction, renovation or building repair works
- Good command of English
- Good command of MS Excel

Contact us: 0882 650 480 or desislava.kovacheva@orgachim.bg