Facility Manager, Warsaw

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Workplace: Warsaw
Are YOU ready to take your development and career in your hands? Nordea can make it possible!

The position we offer

Nordea is looking for a Facility Manager who will be providing efficient facility management and business support to the units at our new Warsaw location enabling them to focus on running the business.
Your role will be in collaboration with your colleagues to oversee all tasks related to our facilities, as well as you will be supporting the business in different related tasks.
You will be part of preserving the good condition of infrastructure and ensure that facilities are safe and well-functioning. The ideal candidate will be well-organized and able to optimize the use of space and equipment while reducing operating costs. The goal is to ensure our business’s accommodation is problem-free and safe so that employees can work under the best conditions.

Key Accountabilities:

- Planning office space capacity in line with growth plans
- Organizing and coordinating movements within locations
- Supporting space plan creation and their implementation
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- Managing office supply and equipment (orders) for new space and changes on the current one
- Cooperation with security service provider
- Office space contracts management and supervision of invoicing
- User satisfaction survey follow-up
- Troubleshooting and ensuring fastest possible solution of any emerged problems

Furthermore you will participate and be supporting within other tasks like:

- Order and invoice management
- Contract management for suppliers
- CSR environmental reporting
- General project support for projects
- Assist with implementation of new policies & procedures
- Support in Business Continuity Plan
- Service Agreements maintenance/administration

We offer:

- Contract of employment
- Great work atmosphere and working conditions
- Possibility to learn and grow further with Nordea
- Be a part of one of the largest banks in Europe
- You will be offered necessary training
- Private medical care, co-participation in sport card and facilitation in life insurance

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Find stillingen online og send din ansøgning og CV

-careers@graduateland.com  https://karriere.ku.dk/da/j/527Fg
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The qualifications you need

- Experience from facility management from a similar position in an international organisation – including collaboration with landlords
- Experience of managing, subcontractors, vendors and different services related to office, M&E services etc.
- Advanced computer skills, particularly with Excel and PowerPoint
- Ability to comprehend, analyse and interpret business documents
- Ability to motivate and negotiate effectively with key employees, subcontractors, vendors and client to take desired action
- A practical working knowledge of financial terms and principles
- Good English language knowledge orally and written and fluent Polish

More information and send application

If you have any questions regarding the role, please contact Martin Hansen – martin.franch.hansen@nordea.com

Join US we are waiting for YOU!

Please include permit for processing personal data in CV as
Facility Manager, Warsaw

following: "I give my permission for the processing of my personal data that is essential for the recruitment process in Nordea Bank AB branch in Poland, in accordance with the Act of 29.08.1997 on the Protection of Personal Data (Journal of Laws No. 133, item 883 amended)."

We reserve the right to reply only to selected applications.

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