



SAIPEM has a vacancy for a Facilities Coordinator

RESPONSIBILITIES

Design, manage and supervise General Services activities relevant to facilities in line with Corporate/Company guidelines, procedures, standards and work instructions, ensuring that Users can access and use high-quality facilities easily, cost effectively, safely, securely and in a sustainable way for the environment

DUTIES:

- Supervise and manage buildings leasing contracts
- Coordinate buildings maintenance and manage relevant contracts
- Manage relations with building Owner
- Supervise and manage environment cleaning work contracts
- Supervise and manage offices and equipment layout activities
- Coordinate guestroom facilities
- Support freights and supplies management upon arrival
- Support Departments in managing their own remotely archived documents
- Supervise and manage e-mails, delivery and distribution
- Supervise and manage stationery procurement
- Coordinate and maintain Company car fleet
- Manage short term / long term car rental (with or without driver)
- Supervise / participate to the management of new initiatives (heavy duty refurbishments/modifications, welfare activities, etc.)
- Coordinate reporting on General Services activities
- Manage General Services annual costs and relevant budget

- In accordance with HSE, grant hygiene and safety on worksite respecting and reducing environmental impact
- Cooperate with HSE and Security in Emergency Plan preparation and management
- Any other duties assigned

SKILLS:

- Decision making
- Integrity
- Communication
- Ability to multi-tasked
- Proficiency in Microsoft Office
- Highly accountable, detail oriented, and responsible
- Strong work ethic

QUALIFICATION AND EXPERIENCE

QUALIFICATION

- Bachelor's Degree in Business Management / Administration
- Minimum of 2-3 years experience in Business Support Services, Building Management, Contract Management or Security Management

Please send your resume with the subject "**Facilities Coordinator**" to saipemgcareers@saipem.com

Please note the closing date for applications is **February 22nd, 2022.**

Qualified candidates will be contacted.

Retired persons with experience will be considered.