

SJABLOON – Werken via KdG –

Gelieve dit ingevulde sjabloon te mailen naar: werken-via-kdg@kdg.be

Sollicitaties dienen verstuurd te worden naar de contactgegevens uit de vacature.

Functietitel: Facility Coordinator

Bedrijfsnaam: Melexis Technologies NV

Uiterste sollicitatiedatum:

Categorie:

Juiste categorie aankruisen*

Administratie en secretariaat	
Creatieve en artistieke beroepen	
Financiële en juridische sector	
Gezondheidszorg	
HR management	
ICT en multimedia	
Transport, logistiek en distributie	
Onderwijs	
Sales, marketing en communicatie	
Sociale en culturele sector	
Techniek, chemie en productie	
Andere	X
Jobevents	
Studentenjobs en vrijwilligerswerk	

Your future job

As a Facility Coordinator, you ensure the effective and environmentally friendly functioning of the company infrastructure, the building and its premises as well as of the technical equipment in compliance with legislation on work and health safety.

More specifically, you will

- Ensure facilities and its premises are in line with Facilities budget and latest health, labour and safety legislation and environmental standards, incl. the availability of all required licenses and permits
- Coordinate regular preventive and corrective maintenance of facilities, premises and equipment
- Ensure adequate building supply (e.g. water, power, gas, heating, air conditioning, etc.)
- Monitor and improve efficiency and effectiveness of facilities, premises, equipment and systems through continuous exchange and best practices sharing with other sites or through initiating and driving facilities related projects
- Provide active contribution to set up office facilities that provide the appropriate working environment and support and promote Melexis brand (exterior / interior)
- Develop, review and implement facility related policies, procedures and KPIs, ensure their implementation, monitoring and follow up according to global and local standards
- Accountable for the availability and maintenance of company/pool cars
- Negotiate, monitor and follow up external services with providers and suppliers

Your profile

- Higher education degree (non university or university depending on local education system) in facility management or in safety engineering
- Certification on fire, labour, electrical safety at selected sites

- Proven track record and knowledge in facility management, media supply and supplier management
- Strong interdisciplinary thinking and analytical skills
- Strong commitment and proactive approach
- Proficient oral and written communication skills
- Fluency in English and in local language
- Capability to work efficiently in an international environment
- Collaborate well in a team environment and sensitive to clients' needs

We offer

- A challenging job in a dynamic high-tech international environment
- The opportunity to take ownership of your professional passion in order to contribute to the success of the company
- An enjoyable, team-oriented and professional atmosphere in a flat-structured organization

Facts and Figures

Working Hours per Week

38

Business Travel Required

Yes, according to position accountabilities

Work Permit Required

Yes

Working in Shift Required

No