



Facilities Coordinator

Sigma CVM is a newly established Romanian Agricultural Machines and Equipment company and belongs to the Saracakis Group of Companies, based in Greece.

Established 99 years ago, Saracakis is the sole official Importer and distributor of major international manufacturers of automobiles, motorcycles, trucks, buses, construction equipment, forklift trucks, marine and industrial engines, general purpose engines, generators, tires, spare parts and accessories in Greece. It has been representing for several decades major multinational brands such as AB Volvo (since 1950), Honda Motor Co. Ltd (since 1959), Mitsubishi Motors Corporation (since 1963), Komatsu Ltd. (since 1965). Sigma CVM is inviting you to join the company and its team as Facilities Coordinator with the following responsibilities:

Responsibilities:

- Supervision of critical Facilities projects
- Elaboration, coordination, and follow-up the preventive maintenance plan
- Planning and managing budgets on the area of responsibility and monitoring its execution
- Coordination of external service providers (utilities, cleaning, security, recycling, fleet, courier)

- Overseeing and budgeting building projects, refurbishments and relocations
- Monitoring of compliance with concepts, rules and regulations regarding occupational safety, health and environmental protection
- Identification, evaluation and selection of service providers - Monitoring of relevant subcontractors
- Elaboration of procedures, tender book and technical specifications
- Preparing and supervising weekly/monthly/annual reports
- Space planning, organizing common areas and adjusting layouts as required
- Coordination of the inventory
- Managing team tasks and activities in order to increase work performance and productivity
- Managing ticketing application
- Coordinating and supporting the development of team members
- Establish, evaluate and review the work performance and performance indicators (KPIs) of the contractors

Requirements:

- Relevant (Technical) University degree is preferred
- Previous working experience in construction projects
- Project management experience would be considered an advantage
- Strong negotiation and communication skills
- Advanced skill in anticipating
- IT proficiency (ERP, MS Office package, etc)
- Willingness to travel
- Good English knowledge (mandatory requirement)
- Analytical and problem-solving skills
- Decision-making
- The ability to lead and manage teams and projects
- Teamworking
- Attention to detail but also the ability to see the implications for the bigger picture
- Commercial awareness
- Customer service
- Organization, time management, prioritizing and the ability to handle a complex, varied workload

We offer:

- Professional and Personal development environment
- Motivating and Competitive employment package
- Meal tickets
- Medical & Life insurance
- 21 Vacation days
- Company car
- Bookster subscription