

Luxembourg Jobs Expertini®

Senior Facilities Manager

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Company: Northern Trust Corporation

Location: Luxemburg City

Category: other-general

About Northern Trust:

Northern Trust, a Fortune 500 company, is a globally recognized, award-winning financial institution that has been in continuous operation since 1889.

Northern Trust is proud to provide innovative financial services and guidance to the world's most successful individuals, families, and institutions by remaining true to our enduring principles of service, expertise, and integrity. With more than 130 years of financial experience and over 22,000 partners, we serve the world's most sophisticated clients using leading technology and exceptional service.

Key Responsibilities:

Managing and Supervising the work of contractors on site as vendor manager (e.g. CBRE and Sodexo)

Acting as the point of contact for staff members' facilities requests;

You have a full of lease knowledge, design, building,= materials, real estate experience : acting as the point of contact for property managers and landlord

Monitoring and manage the budget for Workplaces Services Department: monitor and control expenses related to maintenance, repairs and improvements.

Work with Facilities & Procurement team regarding selecting vendors for facilities services and hands-on facility worker duties.

Ensuring building security services support, including access control, in close cooperation

with Security department

Performing maintenance on facilities and make repairs as needed;

Ensuring excellent and efficient customer service to all visitors to our firm;

Managing activities such as parking space management as per the car parking policy,

Allocating office spaces according to needs and managing internal moves

Project and Overseeing any renovations, refurbishments, and building projects

Handling rent and insurances agreements

Ensuring that facilities meet compliance standards and government local regulations

Promote sustainable tactics for long-term cost management : mitigate and reduce environmental impact

Dealing with emergency as they arise + communications to partners

Review Facilities KPIs and CPIs

Other : Organizing corporate events, meetings, directors and management office visits.

Manage all Facilities faults reported and make sure that all are completed in a suitable timeframe.

Your profile:

You have several years experience in Facilities Management domain

You have excellent communication and interpersonal skills;

You have an eye for details, and you are proactive to suggest improvements;

Problem-solving mentality; strong organizational

Approachable character, friendly and helpful with a strong focus on delivering a professional customer experience;

Good MS Office skills;

Experience with hardware tools;

You have a strong sense of responsibility and initiative, combined with good organisational and negotiating skills;

Confident and professional, you enjoy working and interacting within a multi-cultural setting;

Team collaboration: foster a positive working environment and maintain strong relationships with colleagues, contractors, suppliers and management

You are fluent in spoken and written French and English

Ability to work independently as part of a team

Working with Us:

As a Northern Trust partner, greater achievements await. You will be part of a flexible and collaborative work culture in an organization where financial strength and stability is an asset that emboldens us to explore new ideas.

Movement within the organization is encouraged, senior leaders are accessible, and you can take pride in working for a company committed to assisting the communities we serve! Join a workplace with a greater purpose.

We'd love to learn more about how your interests and experience could be a fit with one of the world's most admired and sustainable companies! Build your career with us and apply today.

#MadeForGreater

Reasonable accommodation

Northern Trust is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation for any part of the employment process, please email our HR Service Center at .

We hope you're excited about the role and the opportunity to work with us. We value an inclusive workplace and understand flexibility means different things to different people.

Apply today and talk to us about your flexible working requirements and together we can achieve greater.

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