

Temporary Facility Services Team Manager

Within the General Services Division (GES), providing Facility Management (FM) Services for the EUMETSAT Headquarters Buildings and their facilities, the Facility Services Team Manager will lead a team responsible for the procurement and provision of facility services, including Site Security.

Duties

- Manage the team responsible for the procurement and provision of facility services;
- Manage procurements of on-site facility support services and oversee their implementation and service level (security, reception, canteen, catering, cleaning, caretaker, etc.);
- Assist in the management and monitoring of accommodation needs for offices;
- Contribute to the management of site security of the EUMETSAT Headquarters;
- Oversee the organisation of on-site events, including related infrastructure and catering.

Skills and Experience

- Experience in facility management, including the implementation of external service providers, such as site security;
- Knowledge of occupational health & safety regulations, security and fire prevention concepts;
- Experience with a quality management system (ISO 9001) and a security management system (ISO 27001) would be advantageous;
- Strong analysis, problem solving and communication skills;
- Computer skills, in particular, a good knowledge of MS Office and Outlook.



LOCATION

Darmstadt,
Germany



QUALIFICATIONS

Full secondary education + practical / vocational qualifications relating to role.



LANGUAGES

Candidates must be able to work effectively in both German and English.



DEADLINE

10 June 2024

Employment Conditions

The Temporary Facility Services Team Manager will work on a full-time basis. The role will be based at the EUMETSAT headquarters in Darmstadt, Germany. Remote working will not be possible.

Interviews for this position will be held in English, followed by a work-related assessment also in English.

NB This is NOT a staff role. The successful candidate would be employed through a temp agency for the duration of the contract. Agency employment conditions will apply. Applicants will need to have the right to work in Germany. Visa or work permit support will not be provided.

The target start date is as soon as possible for a duration of 12 months.

The successful candidate will be reporting to Head of General Services.

EUMETSAT is committed to providing an equal opportunities work environment for men and women.

The EUMETSAT Convention requires that Staff shall be recruited on the basis of their qualifications, account being taken of the international character of EUMETSAT.

About EUMETSAT

EUMETSAT is Europe's meteorological satellite agency. Its role is to establish and operate meteorological satellites to monitor the weather and climate from space - 24 hours a day, 365 days a year. This information is supplied to the National Meteorological Services of the organisation's Member States in Europe, as well as other users worldwide.

EUMETSAT also operates several Copernicus missions on behalf of the European Union and provide data services to the Copernicus marine and atmospheric services and their users.

As an intergovernmental European Organisation, EUMETSAT has 30 Member States (Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.)

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