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## EMPLOYEE IN FACILITY MANAGEMENT (M/F/D)

**Full-time**

Type of employment

**St. Georgen bei Grieskirchen**

Location

**General administration**

Area



**Maria Zirwig**

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**VIEW JOB ONLINE**

### Your tasks:

- Ensuring the proper operation of all buildings, facilities and outdoor areas
- Planning, coordinating and monitoring maintenance, servicing and repair work (in accordance with maintenance schedules)
- Managing, coordinating and monitoring external service providers (e.g. cleaning, security, tradespeople)
- Responsibility for compliance with all relevant legal, safety, security and trade law requirements
- Maintaining, updating and further developing documentation
- (e.g. cleaning, security, tradespeople)
- Responsibility for compliance with all relevant legal, safety and trade law requirements
- Creation, maintenance and further development of documentation, reports and procedural instructions
- Supervision and support of internal and external audits including preparation and follow-up

### Your profile:

- Completed technical or trade training, ideally with further training in facility management
- Multiple years of professional experience in facility management or building operations
- Good technical understanding, especially in the areas of HVAC, electrical and building infrastructure an advantage
- Structured, independent and solution-oriented way of working
- Organisational and coordination skills
- Very good handling of MS Office applications

### You can expect:

- Varied projects in a motivated team
- Modern work equipment and well-equipped production halls
- Numerous additional benefits: Fruit, company doctor, gym allowance, ...
- Development opportunities in a successful industrial company with a familiar corporate culture
- Canteen with regional delicacies

Do you like this job? Then apply now - we look forward to getting to know you!

This position offers a gross salary of €3,500 based on full-time employment. We are happy to overpay depending on your professional experience and qualifications.