

## Facility Manager

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Company: GXO Logistics, Inc.

Location: Lelystad

Category: computer-and-mathematical

### Logistics at full potential

As Facility Manager, you are accurate in performing your work and you know how to manage a team through honest, open, and direct communication. In addition, you are firmly in your shoes to keep this operation running and to improve processes.

You manage the facility (cleaning, security, canteen) as well as the technical service and you consult and negotiate with suppliers about maintenance and management of the buildings and grounds.

You oversee the supervision of infrastructure maintenance activities according to the clients' policies and coordinate suppliers and their established planning to maximize the durability of the facilities, ensure the availability of the centre and ensure compliance with legal requirements and parameters.

### What you do on a typical day

- Management and supervision of all aspects of the infrastructure of the Distribution Hub, the building, and its general facilities
- Supervise and guarantee the quality of the work carried under the different maintenance contracts that apply to the facilities, in accordance with the general criteria of client, the budget available, service level agreements, etc.
- Drafting management reports and based on this also make proposals for improvement
- Specify, plan, supervise and organize maintenance and renovation of buildings and associated

facilities and equipment, both proactively and reactively

- Manage and review service contracts
- Creating uniformity in facility administration and processes
- Set up, manage, and coordinate security related matters
- Develop and manage the facility's budget, including forecasting and tracking expenses
- Supervise facility staff, including hiring, training, and performance management
- Collaborate with other departments to support their facility needs
- Manage vendor relationships and contracts for services such as cleaning, security, and maintenance
- Implement sustainability initiatives to reduce the facility's environmental footprint
- Soft Skills: Orientation towards client

### **What you need to succeed at GXO**

- University or HBO degree, preferable: Industrial Engineering, specializing in Organization, Maintenance, Electricity, Mechanics or Construction
- Master's course specifically in Facility Management or Building Management would be an advantage
- Knowledge of Dutch and English at a professional level, Spanish is an advantage
- Flexibility and have a great capacity and motivation to integrate in a dynamic environment
- Knowledge of Autocad, MS Project, MS Office
- 3 - 5 years of experience as a Facility Manager in Logistics facilities/warehouse
- Knowledge of the requirement that logistic and physical processes place on buildings and equipment

### **What we offer you**

- Besides a competitive salary and a function with a lot of responsibilities and variety, we will assure you that not a single day is the same
- A dynamic and growing organization, with lots of space for personal input and development
- A highly motivated team on site with ambitions to grow and improve every single day
- A pleasant working atmosphere on site and in your department

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