

Senior Facilities Coordinator - Distribution Center

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Company: IDEXX

Location: Hoofddorp

Category: other-general

Idexx is seeking an enthusiastic, hands-on **Senior Facilities Coordinator** with a focus on Hard Services, to be part of our small Facilities Team based in Hoofddorp, the Netherlands. This is an exciting opportunity for an experienced Facilities professional who is not afraid to take on responsibility, shows initiative and can improve our business.

Overall scope of the role:

The Sr. Facilities Coordinator, supervised by the Facilities Manager Netherlands, will ensure that our Distribution Center is facilitated in their needs for services and maintenance (W- and E-installations, fire protection systems, plumbing etc.). You will be comfortable taking the initiative to drive results with minimal supervision, be solution-oriented, rapid changes in priorities, and short deadlines, and have the ability to coordinate with multiple cross-functional internal and external stakeholders and vendors.

Primary Duties + Responsibilities

Provide point of internal customer contact for facilities support and maintenance services

Responsible for receiving, dispatching and following up on (maintenance) work orders

Maintain and manage building and installation preventive maintenance schedules

Coordinate and monitor operational FM services and drive continuous improvement

Manage site related risks and support business continuity activities

Provide local project support for capital projects (in conjunction with Facilities Project Manager) and manage small projects (such as internal office moves) independently

Responsible for administrative facilities tasks (e.g. soliciting quotes for services, invoice verification, purchase order creation and updating work orders)

Manages relations with 3rd party suppliers (e.g. maintenance, cleaning, waste handling, grounds & gardens etc.) whilst complying with IDEXX screening standards and purchasing procedures

Performs building audits to identify the need and/or opportunity for maintenance & repair and keeping the building in a nice and tidy appearance to meet IDEXX H&S Standards

Responsible for tracking maintenance services, asset renewal and spare parts availability

Ensures compliance and enforcement of norms, regulations and internal H&S procedures

Support the Quality Department in compliance on maintenance standards

Being in rotation 'on call' to respond to after hours alarms or coordination of some activities when required to minimize disruption to normal operations

Participate in FM services contract negotiations and related agreements

Supports technology implementation (e.g. space management modules, CMMS system, energy monitoring and work order systems)

Perform other duties as assigned

Required Skills

Knowledge of building and asset management

Process improvement skills

Project management ability

Ability to manage several workstreams simultaneously and efficiently

Ability to apply problem solving skills and techniques

Ability to perform root cause analysis and problem resolution

Strong verbal and written communication skills

Ability to work both individually and as a team player

PC skills, including Microsoft Office and preferably SAP

Educational & experience profile

Bachelors degree in preferably Facilities Management or Engineering

At least 3 years proven experience in Facilities Management

Experience in maintenance of assets and building installations

Expertise in setting and managing customer expectations

Languages: Fluent English is a must, Dutch desirable

Why IDEXX

We're proud of the work we do because our work matters. An innovation leader in every industry we serve, we follow our Purpose and Guiding Principles to help pet owners worldwide keep their companion animals healthy and happy, to ensure safe drinking water for billions, and to help farmers protect livestock and poultry from disease. We have customers in over 175 countries and a global workforce of over 10,000 talented people.

So, what does that mean for you? We enrich the livelihoods of our employees with a positive and respectful work culture that embraces challenges and encourages learning and discovery. At IDEXX, you will be supported by competitive compensation, incentives, and benefits while enjoying purposeful work that drives improvement.

Let's pursue what matters together.

IDEXX values a diverse workforce and workplace and strongly encourages women, people of colour, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

IDEXX is an equal opportunity employer. Applicants will not be discriminated against because of race, colour, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

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