



Ваш надійний помічник

Координатор отдела IFM, 18000 грн.

📍 Київ,

Компанія: IRES

Рубрики: [Нерухомість та страхування](#), [Торгівля, продажі, закупівлі](#), [Офісний персонал](#)

Побажання до співробітника

Освіта:	повна вища
Досвід роботи:	від двох років
Графік роботи:	повний робочий день

Опис вакансії

POSITION: Co-ordinator of Integrated Facility Management Department (with knowledge of English)

Integrated Real Estate Services (IRES) – the provider of complex services for commercial real estate is looking for a new colleague to become a valuable part of Integrated Facility Management Team.

Legal full time employment is with **IRES**. Actual constant place of work in the central office located in Business Center in Pecherskiy district (18/7, Henerala Almazova Street).

We welcome smart, energetic, experienced and open face new friend to our team for long term mutual work. Our new colleague will operate as **Co-ordinator of Integrated Facility Management Department** within normal working hours (09:00-18:00).

Knowledge of English is the must (advanced/upper intermediate): telephone conversations, face to face meetings, translation of the texts, and letters on the request. We'll request a colleague to present the knowledge of English during interview process.

Responsibilities:

- 1) Co-operation and full support of corporate clients, which use our Integrated Facility Management services.
- 2) Planned visits to Clients' offices according to the schedule.
- 3) Organization of work of reception services /cleaning team / electricity / plumbing / handyman specialists suppliers of goods to a Client's office. Managing of their quality deliveries.
- 4) Coordination / cooperation with suppliers / contractors involved in different areas.
- 5) Conduction of signing contracts with suppliers / contractors for implementation of projects agreed with clients.
- 6) Receiving, analyzing of different requests from clients, searching of several alternative proposals from the vendors to meet clients' expectations
- 7) Preparation of commercial proposals according to the standards of company, discussion of pricing policy.
- 8) Administrative support on the site (Client office space): replacing of administrative staff in case of illness or vacation.
- 9) Ordering of goods and services necessary for daily normal functioning of clients' offices.
- 10) Control of orders and procurement of necessary goods for IRES and clients' offices.
- 11) Maintaining of the necessary documentation (invoices, acts of performed works, contracts).
- 12) Preparing and completing tables and reports.
- 13) Cooperation with all departments of IRES to support normal office operations;

• Main skills and abilities:

-
- Ø Excellent communication skills;
- Ø Advance use of computer;
- Ø Advance level of knowledge Microsoft Office (Word, Excel, Power Point), Outlook;
- Ø Ability to effectively work in multi task environment during the working day;
- Ø Readiness to work in different office spaces of our corporate client located in professional business centers of Kyiv
-
- Salary package: **18 000,00 UAH** net salary per month.
- Smartphone with corporate connection.
- Vacations and sick leaves are paid.
- Monthly travel compensation.

- Full time official employment

Контактна інформація

Контактна особа: Анастасія Тимакова

Сайт: <http://www.frbrokerage.net>

Адреса: Київ, м. Печерська