



CENTRALE BANK VAN ARUBA

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Antilliaans Dagblad

Deputy Manager Facility Management

Main responsibilities

- Co-responsible for the planning, coordination and monitoring of all tasks assigned to the Facility Management with due regard of quality and risk management controls
- Supervise multi-disciplinary teams of staff, including maintenance, grounds, and housekeeping
- Prepare and coordinate the execution of the annual and multi-year maintenance plan and budget
- Manage the department budget and keep expenditure records
- Prepare documents to put out tenders for contractors
- Project management, supervising and coordinating the related work
- Advise on and schedule repairs and renovation/beautification projects, and plan waste reduction and utilities efficiency improvement and safety inspections
- Advise on and ensure the building meets health and safety standards and complies with the relevant laws and regulations
- Respond appropriately to emergencies or urgent issues as they arise

Requirements

- Bachelor's degree in Electrical or Mechanical Engineering
- A minimum of 10 years of relevant work experience of which 3 years in a management position
- Project management skills
- Procurement and negotiating skills

Competencies

- IT skills and technical knowledge of building automation systems
- Clear and concise writing skills and excellent interpersonal communication skills
- Attention to detail and quality-oriented
- The ability to multi-task and prioritize complex workload
- Teamwork skills and the ability to lead and motivate others
- Problem solving and decision-making ability

Apply?

Qualifying candidates should send their motivation letter and CV to the President of the Centrale Bank van Aruba, Jeanette Semeleer via recruitment@cbaruba.org

An interview, assessment, pre-employment screening, as well as a medical test form part of the procedure

More information?

For further information you can contact Adolfo Semeleer, Manager Facility Management via telephone: +297 525 2222 or e-mail: a.semeleer@cbaruba.org