

Turkey Jobs Expertini®

Facility Management and Administrative Affairs Manager

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Company: International Service Group

Location: Marmara Region

Category: other-general

Our Client creates innovative specialty label and packaging solutions with its four subdivisions as one of the global market leaders for its clients in home & personal care, premium food & beverage , healthcare and specialty, automotive & durables and consumer markets worldwide. The Group is undertaking a green field campus investment with a considerably big footprint in one of the industrial zones in Trakya Region. After completion, the Group's production facilities and operations in Turkey are planned to be consolidated under one big campus. Now we offer a challenging opportunity for the candidates who are willing to invest in their careers. We are looking for a Facility Management and Administrative Affairs Manager who is experienced in administrative affairs, industrial facilities and real estate and procurement management. The right candidate will collaborate with the Project Manager related to development activities for land, infrastructure and factory building /warehouse facilities starting from ground-up stage of the construction site. He / she will coordinate processes and will follow up correspondence related to administrative topics with legal authorities, official institutions, and organizations. He / She will lead project municipal approvals process from acquisition through project permitting and will manage procurement of project permits ,approvals as well as manage other administrative tasks such as Construction Site Mobilization, Interim Office Set-up, Security, Transportation, Health and Safety requirements and services.

Facility Management and Administrative Affairs Manager
Kırklareli-Tekirdağ Ref # 96.

The Facility Management and Administrative Affairs Manager directly reports to the General Manager . The Position requires a high degree of energy, enthusiasm, outgoing personality, technical competence and professionalism. The right

candidate might have the career opportunity depending on his/her outstanding performance to act as an industrial facility and administrative affairs manager role for the Group companies with extended responsibilities after completion of the project. Responsibilities: Partnering with Project Manager and the construction team during the construction process for successful completion of the turnkey factory project. Establishing relations, representing the company, coordinating and following up correspondence and processes with legal authorities, official institutions and industrial organizations related to administrative issues Leading project municipal and all officially required approvals process from acquisition through project permitting and managing procurement of project permits ,approvals and monitoring other company related administrative tasks. Providing a safe and operational environment for the business and workers. Implementing property management innovations, digital and technical solutions. Implementing and evaluating supplier contracts to improve efficiencies, costs, equipment, and quality Demonstrating leadership to establish ,analyze, monitor, and improve processes, reduce costs, and improve quality of services for all facility management and administration activities Controlling warehouse , inventory and asset systems related to office products Supporting Purchasing Department in the procurement process for office supplies Collaborating with The Health and Safety at Work company or specialist to ensure high standards and safety Requirements and Profile Bachelor's Degree either in an engineering, business administration or supply chain disciplines 15 + years of work experience in a relevant Position in purchasing, procurement, facility and administrative affairs management, especially having a successful facilities/ plant engineering or project management experience in a multinational production company Working knowledge of real estate/ industrial construction development especially in relationship management with regulatory officials, & follow up legal approvals & permission processes, procedures, regulations & laws (Must Have) Preferably experience in cost analysis and reporting Advanced level of verbal and written communication skills in English Good knowledge of MS Office, especially in Excel and PowerPoint Strong strategic and analytical thinker with proactive and solution-oriented mind set Demonstrating excellent problem solving and leadership skills Result-oriented, fast, and flexible working hours compliant with high levels of personal energy and drive Robust communication and negotiation skills Continuous improvement and quality minded with excellent organizational and planning skills Residing or Willing to relocate to Kırklareli / Tekirdağ Region

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