

## Facility Management and Administrative Affairs Manager

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Company: ISG

Location: Marmara Region

Category: other-general

**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

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

If you are interested in this challenging position we are looking forward to receiving your comprehensive application for **96,555** preferably through our or via email.

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