

# Turkey Jobs Expertini®

## General Services Assistant

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Company: Philip Morris International

Location: Turkey

Category: other-general

PMI wants to work with the best talent available. Our diverse workforce of around 73, people speaks more than 80 languages. Our priority is to attract, support, and retain individuals from across the planet – no matter their age, gender, religion, or disability. Our people are our greatest strength, and we're proud of our culture of openness and respect. We believe that this is a big part of what makes PMI such a great place to work. Do you want to DISCOVER yourself, LEARN portable skills from real business projects, and experience OPPORTUNITIES for building a unique business network? If so, then please keep on reading. We are seeking a dedicated and detail-oriented individual to fill the role of General Services Assistant. The successful candidate will be responsible for ensuring the continuous and smooth operation of various utility systems, transportation services, and administrative functions within the company. Key Responsibilities: Transportation Services Assistance: •Track daily operation status & internal customer satisfaction for personnel services, pool cars, taxi services, VIP services, and courier services. Building Maintenance & Technical Services: •Track and support daily building maintenance activities in the factory and factory warehouses, monitor IFMS contractor performance and internal customer satisfaction. •Shopfloor checks for energy efficiency initiatives and support the technical team in case of need. Admin Services Oversight: •Ensure IFMS contractor delivers admin services in the required service level. •Track and report daily admin services performance and find counter actions to eliminate all the admin related losses. Catering, Cleaning, and Gardening Services: •Ensure quality catering services in cafeteria and break rooms, involving employees in decision-making. •Coordinate cleaning and gardening services to maintain high

housekeeping standards and hygiene. Event Planning:•Organize meeting room reservations, meetings, and special events within budget constraints. EHS Compliance:•Develop EHS know-how and track the EHS compliance in IFMS contractor.•Maintain updated knowledge for the operation and maintenance of systems, ensuring adherence to EHS policies. Leisure Activity Club Support:•Track and report the execution of leisure activity clubs, controlling costs and overseeing club budgets. General Administrative Support:•Support all departments with administrative tasks related to foreign employees, mobile phone services, record management, and more.•Ensure mail room services, distributions, and courier shipments align with company policies.•Support all departments for rewarding activities. Purchase order, goods receipt, stock follow up: •Track, control and execute consumables purchasing related PO/GR operations, consumables stock follow up on reports and on-site. Qualifications: •Bachelor's degree in Business Administration, Facilities Management, or related field.•Proven experience in administrative coordination and facilities management.•Strong organizational and communication skills.•Knowledge of EHS policies and procedures. •2 - 5 years related work experience•Good level of written/verbal communication skills in English One more thing: at Philip Morris we see equal pay for equal work between woman and men as the baseline standard for equality. Our good intentions do match our practices as we achieved the Global Equal Salary Certification. Moreover, we invest in creating a diverse workforce & a culture based on personal and career development, both on local as well as international level. How does this sound? If you are interested, go ahead and apply!

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