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Office & Facilities Coordinator, Turkey

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Company: JACOBS DOUWE EGBERTS

Location: İstanbul

Category: other-general

Company Description

For more than 265 years, JACOBS DOUWE EGBERTS (JDE) is inspired by its belief that it's amazing what can happen over a cup of coffee or tea. We are fuelled by our purpose of unleashing the possibilities of coffee and tea to create a better future. Today, our coffee & tea portfolio is available in more than 100 developed and emerging markets, through a portfolio of over 50 brands that collectively cover the entire category landscape led by leading household names such as L'OR, Jacobs, Senseo, Tassimo, Douwe Egberts, Old Town, Super, Pickwick and Moccona.

JDE is part of JDE Peet's, the world's largest pure-play coffee and tea company, headquartered in The Netherlands.

What's it like to work at JDE?

We are proud of our passionate, driven associates that challenge the status quo and pursue mastery in everything they do. Our goal is simple and ambitious – JDE: A coffee & tea for every cup.

At JDE, we're Made to Stand Out. Every day we are progressive in outlook, ambitious in nature, resourceful in action and decisive in approach, bringing coffee and tea moments to everyone around the world.

Job Description

Office Management:

- Oversee facilities and maintenance, ensuring a clean and organized work environment
- Manage office supplies, equipment, and vendor relationships

- Record Admin & Facilities expenditure and manage the budget
- Maintain the office condition and arrange necessary repairs
- Partner with HR to update and maintain office policies as necessary
- Organize office operations and procedures
- Coordinate with IT department on all office equipment
- Ensure that all items are invoiced and paid on time
- Manage contract and price negotiations with office vendors, service providers, and office lease

Travel Policy Management

- Implement Global requirements and enforce travel policies to optimize cost-effectiveness and employee convenience.
- Monitor and reconcile travel expenses to ensure compliance with policies.

Car Fleet Management:

- Manage the organization's vehicle fleet, including maintenance, registration, and insurance.
- Optimize the use of company vehicles and implement cost-saving measures.
- Ensure compliance with safety and regulatory standards for the car fleet.

Engagement Initiatives:

- Partner with HR to develop and implement employee engagement initiatives to foster a positive workplace culture.
- Plan and coordinate team-building activities, events, and celebrations.
- Act as a liaison between employees and management to address concerns and improve overall satisfaction.

Vacation Management:

- Administer and track employee vacation schedules and time-off requests.
- Communicate and enforce vacation policies in coordination with HR.

Meeting Organization:

- Coordinate and schedule internal and external meetings.
- Ensure meeting facilities are equipped and prepared for efficient use.
- Plan and organize company events, outings, and entertainment activities.
- Coordinate catering, venues, and logistics for corporate events.
- Manage budgets and expenses related to entertainment initiatives.

Qualifications

Bachelor's degree in Business Administration, Management, or a related field.

Proven experience in office management, administration, or a similar role.

Strong organizational and multitasking skills.

Excellent communication and interpersonal abilities.

Proficiency in office software and collaboration tools.

English is a must

Additional Requirements:

Knowledge of travel industry trends and best practices.

Familiarity with car fleet management and safety regulations.

Creativity in developing and executing employee engagement programs.

Ability to work independently and collaboratively in a dynamic environment

Additional Information

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