



CENTRALE BANK VAN ARUBA

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

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

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