



# BREITLING

## JOB DESCRIPTION

<b>Job Title</b>	<b>Facility Manager Internship</b> (f/m/x) – 40-60% or more		
<b>Department</b>	Infrastructure & Facilities	<b>Area</b>	Grenchen (ideal 2 days onsite and 1 day at our Zurich office)
<b>Reports to / Supervisor</b>	Stefan Obrenovic, Global Head of Facilities & HSE		

### Main goals of the position

- ❖ **Looking asap for an energetic professional with an expertise at multi-tasking**
- ❖ **You as Facility Manager (Practice) are a hands-on personality who actively promotes topics, works independently, and can communicate and convince at different levels**
- ❖ **You will be supported along your time with Breitling by your direct report**
  
- Provides historical references for defining procedures for retention, protection, retrieval, transfer, and disposal of records
- Maintains and improves office efficiency by planning and implementing office systems, layouts, and equipment procurement
- Designs and implements office policies by establishing standards and procedures and adjusting if required
- Ensure office equipment are in working order and call vendors to carry out repairs when required
- Achieve financial objectives by co-preparing the annual budget, schedule expenditure, analyses variables, and initiate corrective actions when required
- Address issues regarding office and facility management
- Co-Negotiate and draft contracts with office vendors, service providers, and office lease
- Liaison with facility management vendors (reception, cleaning, facility, and security to ensure the office runs smoothly)
- Completes operational requirements by scheduling and assigning employees with tasks and follow-up when required
- Ensures sustainability measures are followed
- Closely coordinate with the HSE Manager on all relevant topics
- Executes and leads various small and big projects, and ensures budget remains inside the approved sum
- Coordinates projects with colleagues from La Chaux-de-Fonds and Zurich
- Keep the supervisor informed by reviewing and analyzing special reports, summarizing information, and identify the trends
  
- ❖ **With a "Be proactive, not reactive!" approach - after a thoroughly settling into the job and watch industry – many deliverables are easily reachable. Just grab the chance!**

Technical & Language Skills		
	Must-have	Nice-have
• Good knowledge of Office 365 tools with good acumen of SharePoint, Excel, PowerPoint + MS Teams	V	
• Completed vocational Facility Mgmt. and/or workplace courses		V
• ERP tools [e.g., SAP, Strategic]		V
• Project management experience	V	
• English	V [B2-C1]	
• French	V [minimum B2]	
• German	V [minimum C1]	

### Experience & desired profile

- Minimum 2-3 years of working experience ideally in a similar role or equivalent in an international and fast paced environment
- Working experience in a production environment desired but not a must
- Know-how and first experience in workplace setups preferred but not a must
- Determined, resilient and assertive personality with high self-competence
- Very good organizational skills and solution-oriented approach
- Good business understanding
- Enjoys working in a diverse team

### Education:

- Completed manual or technical basis schooling and/or a commercial background [apprenticeship] with further training in the field of facility management or a university degree in business administration or similar

### At Breitling, we are:

- Guided by our entrepreneurial spirit
- Doers and result-driven
- Innovative thinkers
- Explorers and like to experiment
- Ethical and have an inclusive way of collaboration
- Able to manage and prioritize multiple projects and tasks simultaneously
- Understanding aesthetics

If interested, send your CV to: [stefan.obrenovic@breitling.com](mailto:stefan.obrenovic@breitling.com)

Grenchen, 28. February 2024