

## Job opening : Technical coordinator

The Régie Communale Autonome Bourse-Beurs is the structure in charge of managing the building of la Bourse (foreign Stock exchange) located in the very center of Brussels' city. This prestigious and protected building has opened its doors to the public in September 2023. Since then, it has become a new destination for lots of Belgian, international visitors, and businesses. Indeed, the Bourse hosts many activities and goals such as :

- The Belgian Beer World experience and its gift shop;
- The archaeological site Bruxella 1238;
- The major hallway, or nave, where everyone is welcome;
- Three food and drink places : The Brasserie, The Café, and The Beerlab ;
- Different rental rooms for the organization of events.

In this context, the Facility department is looking for a new colleague...

Would you like to work in a unique and exceptional building?

You appreciate working in a team and to feel super useful to your colleagues?

Technical challenges don't scare you and nothing drives you more than to solve problems?

Then, you might just be the person we are looking for !

### **Job description**

The role of the Technical Coordinator is to assist the Facility Manager in the global technical management of the building, its facilities and the maintenance of its equipment.

His/her principal objective is to insure that, every day, all installations work normally and continuously on site.

In addition, he/she supervises the cleaning service and is the focal point for any contact with external parties such as, subcontractors, suppliers, and technicians.

In particular, some of the daily tasks are:

- To understand and document the various installations present on site (HVAC, plumbing, electricity, fire detection, intrusion, access management, scenography)
- To plan and organize the maintenances to be carried out
- To solve first line issues/breakdowns
- To order repairs for second-line issues
- To carry out price comparisons
- To manage the cleaning staff (schedule, leave, recruitment, training)
- To manage the stock of supplies and ensure its replenishment on time
- To participate in the organization of public and private events in the building
- To participate in the reporting of internal findings (damages, normal/abnormal wears and tears, etc.)
- To analyse and proactively seek ways to improve the building's weaknesses

- To participate in the drafting of technical specifications for the Facility tenders
- To carry out the mapping of all internal installations
- To participate in the internal 24h/7 telephone permanence

### **Necessary skills**

- Qualifications: Bachelor's or Master's degree in engineering, or proven professional experience in a similar position.
- Knowledge of a software that can process and modify DWG documents
- Good knowledge of the Office 365 suite (outlook, excel, sharepoint, etc.)
- Strong team spirit
- Proactiveness
- Demonstrated logical and practical mind
- Good language skills in French, English and/or Dutch.

In addition, ...

You are organized and client oriented,

You have easy contact with suppliers and subcontractors,

You like to touch everything and understand everything,

You know how to prioritize your tasks and you are not easily stressed,

You are diplomatic, punctual and results-oriented.

### **We offer**

- A full-time job, with a CDD contract for a period of 6 months first, and a possibility to have a longer term contract afterwards.
- Monthly salary : minimum 2904.84 euros gross for a Bachelor's level, and minimum 3913.31 euros gross for a Master's level, which may be higher taking into account the valuation of previous years of professional experience, family situation and success in the City of Brussels language exam.
- Extra-legal benefits: meal vouchers, free STIB subscription and a contribution towards other transport costs (public transport, bicycle), possibility of hospital insurance.
- Cell phone subscription
- Schedule of 37.5 hours/week
- 35,5 days of leave per year

### **SELECTION PROCEDURE**

- The deadline for applications is 20/11/2024. However, the position may be filled before the deadline. We therefore encourage you to apply as soon as possible. If we do not respond after 3 weeks, you can consider that you have not been pre-selected.
- Send us your application by email to [Recruitment@boursebeurs.be](mailto:Recruitment@boursebeurs.be); applications must consist of your CV and a cover letter. Incomplete applications (not including all required documents) will not be considered.
- An initial selection will be made on the basis of the CV and cover letter. Candidates matching the profile will be invited by email to a selection interview.
- RCA Bourse-Beurs selects candidates on the basis of their skills and does not discriminate on the basis of age, gender, ethnic origin, belief, disability or nationality.