

Facility Management Officer

Location	Geneva
Start date	Immediate
Activity rate	100%
Reporting line	Head of Facility Management

About BCP

Established in 1963 as a Swiss Bank, BCP segments its activities into two well-established core businesses: Commodity Trade Finance and Wealth Management. These are reinforced by our expert Treasury services. BCP enjoys a solid reputation as a high-quality service provider in all of its banking fields. Founded under Swiss Banking Law and Regulations, BCP is supervised by FINMA, the Swiss financial markets supervisory authority. Headquartered in Geneva, BCP also operates branches in Luxembourg and in Dubai. More information can be found at <https://www.bcp.bank/en>

About the role

We are looking for a hands-on Facility Management Officer to take full ownership of our Geneva head office — covering building infrastructure, workplace services, and security & safety. This is a field-oriented role designed for someone ready to grow into leading the function.

Key responsibilities

- Oversee maintenance of the building systems and equipment (HVAC, lifts, electrical and technical installations) and act as primary liaison with service providers and the building owner's technical team for preventive and corrective maintenance.
- Coordinate onboarding logistics for new employees: workstations, lockers, access badges and introductory instructions.
- Plan and supervise internal moves, ensuring safety compliance and contractors coordination.
- Manage cleaning, hygiene, waste management and furniture inventory to maintain a functional workplace.
- Act as first responder to security incidents and alarms, including outside business hours, and coordinate emergency response.
- Organise and oversee all safety programmes: first aid team, fire safety, evacuation drills and compliance inspections.
- Administer access badge system and maintain all security installations (video protection, intrusion alarms, fire alarms, access control), including evacuation plans.
- Manage procurement cycle for all facility-related activities: tenders, orders, reception controls, invoice validation.
- Participate/coordinate facility-related projects
- Act as primary back-up to:
 - Ensure continuity of mail activities (incoming/outgoing mail, courier, bank statements).
 - Coordinate the archiving process.
 - Provide user services support (MFPs, deliveries, storage).

Your profile

- High school diploma.
- Minimum 5 years of experience in a similar experience in facility management or building operations, ideally in a regulated environment.
- Strong technical understanding of building systems and workplace safety regulations.
- Understanding of the principles of occupational health and safety (MSST).
- Demonstrated administrative competence, including ability to manage documentation, schedules and reporting efficiently.



- Proven ability to manage multiple service providers and coordinate complex logistics under pressure.
- Organised, proactive and composed — you anticipate problems and act without waiting to be asked.
- Strong teamwork and collaboration skills, with a cooperative approach to colleagues and service providers.
- Open-minded, solution-oriented and adaptable to change.
- Fluent in French, professional level in English.
- Solid working knowledge of MS Office.
- Comfortable with on-call availability for occasional security incidents outside standard hours.
- Leadership mindset: you are ready to take on greater responsibility and grow into managing the function.
- **Swiss residency mandatory.**

What we offer

- A dynamic and multicultural work environment.
- An inclusive culture where empowerment and creativity are encouraged.
- A competitive compensation package.

Application process

Please submit your résumé via [Jobup](#).

Response timeframe

If you do not receive a response from us within **three weeks**, please consider that your application was not selected for this position. We appreciate your understanding.

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