

## Head of Facility Management division

|                |                                                             |
|----------------|-------------------------------------------------------------|
| Location       | Geneva                                                      |
| Start date     | Immediate                                                   |
| Activity rate  | 100%                                                        |
| Reporting line | Head of HR, Communications & Facility Management Department |

### 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 proactive, hand-on and service-oriented Head of Facility Management to oversee our day-to-day workplace and facility operations, ensuring a safe, efficient, secure and well-maintained working environment for all employees.

### Key responsibilities

- Lead and support a small team, ensuring effective workload distribution, coordination and performance.
- Manage day-to-day general services and office operations, ensuring uninterrupted service delivery.
- Oversee facilities, building, technical installations, maintenance, security, reception, catering, cleaning and other workplace services.
- Act as the Head of security, overseeing the bank's physical security, systems, security procedures, and incident management.
- Develop and maintain security policies, procedures and coordinate their implementation across the bank.
- Manage external suppliers and service providers, including tenders, procurement processes and contracts.
- Coordinate office moves, refurbishments and facility-related projects.
- Develop, draft and maintain the division's internal procedures, guidelines and directives.
- Monitor budgets, costs and service quality.
- Ensure compliance with health & safety, security and facility regulations.
- Review, streamline and update existing processes, procedures and documentation, identifying gaps and opportunities for improvement, and ensure their alignment with the bank's requirements and best practices.
- Act as the main point of contact for employees on workplace, health & safety, and facility-related matters.

### Your profile

- Proven experience in Facility or General Services management.
- Leadership mindset with several years of management responsibility
- Strong technical building-services knowledge and substantial hands-on experience
- Practical experience in occupational health & safety
- Strong organizational, planning and coordination skills.
- Excellent communication and interpersonal skills.
- Negotiation, procurement and contract-management skills.
- Excellent problem-solving and decision-making abilities.
- Good budget-management and cost-control skills.
- Proactive, hands-on and service-oriented mindset.



- Ability to manage multiple priorities and deadlines
- Good command of English.
- Strong IT skills, including proficiency in MS Office.

**Application process**

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

**Privacy notice**

Learn more about BCP Geneva's Privacy Notice: [Legal information | Banque de Commerce et de Placements \(bcp.bank\)](#)