



Facility Manager and HR Coordinator

We are looking for a passionate Facility Manager and HR Coordinator to manage the day-to-day administrative aspects of running a growing business, to optimise and develop processes to the next level.

What you will do

- Oversee and support all administrative duties in the office and ensure that office is operating smoothly.
- Identify opportunities for processes and office management improvements, and design and implement new procedures.
- Office administration policy management, issue communication and problem resolve.
- Performing in house accounting services and coordinating with accounting counsel.
- Providers (contracts, control, payments, and incident resolution).
- Assisting employees in resolving any issue with IT/Office/Telephone/Security.
- Support to the Head of HR in Administrative-HR & Recruitment matters.
- Manage office supplies inventory and place orders, as necessary.
- Perform receptionist duties: greet visitors and answer direct phone calls.
- Assist with office layout planning and office moves.
- Onboarding process IT support.
- Team travel arrangements.
- Promote the diversity and inclusion at the office an organize team and visitors' events.

What is in for you

- Interesting and diverse work that requires the continuous combination of technical. expertise with creative thinking and innovative approaches to problem-solving
- Exciting projects.
- The opportunity to work in an international environment within a highly motivated and open-minded team.
- Excellent company culture.

Requirements



- English, spoken and written.
- Bachelor's degree or higher.
- Prior experience as an Office manager, Front office manager or Administrative.
- Human resources and accounting management practices and procedures is a nice to have.
- Knowledge of office administrator responsibilities, systems, and procedures
- Proficiency in MS Office.
- Excellent time management skills and ability to multi-task and prioritize work.
- Demonstrated successful advanced problem solving, negotiating, and analytical skills
- Excellent written and verbal communication skills.
- Strong organizational and planning skills in a fast-paced environment.

About the #EagleTeam

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We are on a mission to protect the built world with software, sensors and data. We hire talented problem-solvers with bold ambition who share our passion for inspection technology to sustain mission-critical assets and infrastructure for future generations. Our culture is creative, innovative and inclusive. We are a fast-paced, product-driven, growth company headquartered in Switzerland with our Singapore technology hub and a global mindset looking to lead a digital revolution in inspection. Want to join the #EagleTeam?

Send your application to hr-dle@screeningeagle.com