

Stephex Group is a family-owned company based in Meise, Belgium. In addition to our horse-trading business, we are also active in the Real Estate and automotive industry. We are market leaders in the construction of exclusive horse trucks, motorhomes and 2-horse trucks. Our extensive dealer network allows us to service customers all over Europe and beyond. The company has an excellent reputation for high-quality, user-friendly design that extends way beyond the Belgian borders.

Stephex Group is currently looking for a:

SITE COORDINATOR

Job description

As Site Coordinator you are responsible for managing the day-to-day operations of the Stephex Group premises. In this role you will coordinate projects and activities, provide administrative duties and act as a liaison between staff, management and externals.

We are looking for an entrepreneurial and strong people manager with solid project management experience. In this position you will report directly to our CEO.

- Managing all Stephex Group facilities, you are the contact person for those living on-site.
- Managing the Stephex Group rented premises, you are in direct contact with our customers renting the premises.
- Making sure all facilities are remaining clean and tidy, problems and defaults should be reported immediately.
- Coordination various facility projects (renovation and maintenance projects, reallocation of buildings, ...).
- Management and preparation of maintenance contracts as well as following up on maintenance contractors.
- General administrative tasks in regards to facilities and day-to-day operations.

Candidate profile

- 3 years or more of experience in a maintenance/ facility role
- You have a great sense of responsibility
- Flexible and stress resistant
- Good knowledge of MS-Office
- Hands-on and communicative
- Good knowledge of Dutch, French and English
- Proactive and driven
- Strong administrative and organizational skills

Job offer

- Attractive compensation package complemented with extra-legal benefits (such as meal vouchers, healthcare insurance, group insurance, ...)
- Full-time employment
- Challenging opportunity
- International environment

Apply online via: <http://stephexgroup.com/#talents> or via: hr@stephex.com