FACILITY MANAGER (24-32 hours per week)

Are you a motivated self-starter, who loves to make things work and to create a welcoming, sustainable place for our participants and team to work and learn? Then this role might be the perfect fit for you!

THNK School of Creative Leadership is an organization that provides experiential training programs for leaders from all over the world. We reside at a beautiful historical building on the canal in the heart of De Negen Straatjes in Amsterdam. We’re looking for a Facility Manager to join our creative and dynamic team. In this role you contribute an open and friendly environment and help with set-up, logistics and catering for our in-house trainings and events. You guarantee that the building representativeness, security, reliability, tidiness, etc. are all of a high standard and ensure that each participant, visitor and member of staff has all the facilities and services at their disposal which they need in order to participate in activities and/or do their work.

**Your primary responsibilities include:**

- Ensure that THNK training spaces, staff working rooms, kitchen, corridors and other common spaces are neatly arranged and clean all the time so THNK building gives a feeling of coziness in its simplicity at any time
- Coordinate waste disposal and the cleaning services provided by a third-party cleaning company
- Take part in any small renovations, installations and moves in the office space
- Take care of the maintenance and general upkeep of the building
- Keep record of inventory and storage items in the building
- Create a welcoming environment for participants and guests and help with any facility or catering related questions and ensure the training spaces are set up as requested, tidy and ready to use
- Host, set up and clean up breakfast, lunch, dinner, snacks during programs
- Keep track of budget and facility-related payments
- Make sure that all health and safety standards are met

**In this role you work together with the Senior Facility Manager and assist in all daily tasks, so you are able to undertake all duties on days the facility manager is absent. These include:**

- Oversee and coordinate the security and alarm services provided by a third-party company
- Ensure all equipment in the building is functioning well
- Stay on top of necessary minor repairs in the building, as well as organize other repairs, checks and assessments to be carried out by third parties
- Be a point of contact for tenants and neighbors for all facility related topics
- Respond to emergency situations and urgent facility issues
- Conduct regular checks and evaluations of inventory and systems
- Make arrangements with catering partners and organize catering during programs, including timely planning & completeness of dietary requirements
- Be the point of contact for all facility related suppliers of THNK home
• Organize logistics for THNK programs and events in collaboration with program and office management
• Work towards making the THNK home more sustainable considering issues such as recycling, energy usage, water management

Who we’re looking for:
• 3+ years working experience in facilities, hospitality or related field
• HBO Facility Management, Event Management, Hogere Hotelschool or related education
• Eye for details and for creating an environment where people enjoy to work & learn
• Fluent in English (both speaking and writing), preferably also fluent in Dutch
• Excellent interpersonal skills and good in building relationships
• Ability to carry out (small) repairs and not shy of shifting furniture
• Good time management and organizational skills, ability to prioritize
• Resourceful and self-directed
• Proactive and eager to learn and share
• Not afraid to roll up your sleeves and get your hands dirty
• Availability to work on weekends and evenings
• A keen interest in sustainability, social entrepreneurship and finding innovative solutions

If this sounds like you, please email hr@thnk.org with your resume and a short cover letter in PDF format. Kindly note that applicants must have the right to work in the EU prior to applying for the position.

Start date: April 2020

We are proud of the diversity at THNK and continually seek diverse perspectives to enrich our team. We’re committed to being an equal opportunity employer and encourage everyone to apply!