

Workplace Business Specialist OESL (m/f/d)

Tvoji zadaci

The Workplace Management Specialist will be responsible for overseeing the day-to-day service operations of the workplace, such as Facilities Management, Vendor Management, ensuring the local and corporate standards of ESH and support the business operations with local action in topics such as IT Management.

Your responsibilities:

Facilities Management:

- Manage OESL Porto facilities, including review of the spaces and proactive identification of improvements;
- Be the connection between OESL, the landlord and other vendors in matters related with facilities management, constructions, repairs and other services required;
- Ensure good usage of OESL Porto facilities and integration in the business center;
- Act as point of contact for employees for facilities-related topics;

Asset & Technology Management:

- Actively manage the inventory of IT equipment on site and manage orders of new equipment such as IT peripheral when needed;
- Work with external vendors in warranty issues if required;
- Organize collection and shipment of small IT equipment if required;
- Support on the digital workplace tools and IT equipment in alignment with Service desk and remote IT support (first log-ins and laptop preparation, booking tools, access control, printing services, etc).

Environment, Safety and Health:

- Be the point of contact for Environment, Safety and Health for OESL Porto;
- Develop local training in ESH topics and train other colleagues on site with the support of HR team;
- Ensure OESL Porto office and legal entity comply with group and local standards for ESH;
- Assist in emergency preparedness and sustainability programs;

Vendor Management:

- Manage relationship with local vendors who support OESL Porto, including request of services, budget provision, reception of invoices and support on site;

Governance:

- Develop workplace policies adjusted to OESL Porto when required;
- Proactively work with HR and MD to create workplace strategy for OESL Porto.



ID posla
REF92452P

Sektor
Opšte upravljanje

Lokacija
Leça do Balio

Liderski nivo
Leading Self

Fleksibilnost
Hybrid Job

Pravno lice
OESL Automotive Services Lda

Tvoj profil

- Bachelor Degree in Business, Management, Service Management, Engineering, etc.
- 3-5 years of experience in facilities management, ESH and related fields;
- Knowledge of portuguese law related with workplace safety compliance;
- Experience in working with external vendors;
- Experience in working in multinational corporations;
- Strong attention to detail, problem-solving and communication skills;
- Autonomous and self-oriented mindset.

Naša ponuda

What we offer:

- **Compensation package:** 14th salaries plus performance bonus
- **Lunch Allowance:** in line with local regulation
- **Health and Life Insurance;**
- **Flexibility** - Flexible schedule, hybrid work.
- **Home-Office** - Employees received 1,00€ net for each Home-Office day, paid monthly.
- **Vacation days** - 22 days per year + 3 extra days the following year (considering absenteeism). Seniority days added starting from 3 years in the company.

Ready to drive with Continental? Take the first step and fill in the online application.

O nama

OESL – Original Equipment Solutions, For Future Mobility.

Are you ready to move ForwardTogether with a global, dedicated, and experienced team?

Join us and take the opportunity to contribute to our future in the fundamentally changing automotive industry with your new role.

About Original Equipment Solutions:

With more than 17.000 employees and around 2bn€ sales, present in 15 countries with 35 locations and tech centers - OESL is a global player in the automotive sector with extended material competence in rubber, plastic, and metal, serving all major OEM's and commercial vehicle customers' needs with millions of parts in high quality.