

3D Systems Leuven is looking for a
FACILITY MANAGER (M/F)

ABOUT 3D SYSTEMS LEUVEN

3D Systems Leuven, formerly LayerWise, is a dynamic and leading enterprise, specialized in 3D Printing of metal components. 3D Systems Leuven is not only a technology developer but also a technology user. This makes us a strong innovation partner for clients in the industrial, medical and dental sector.

With this technology, we build up material in layers using a high intensity laser until it becomes a solid product. Unlike conventional production techniques, this one does not render any material loss, nor does it require any tooling. It does however, enable the designers to manufacture very complex geometries which are not producible using the traditional techniques.

JOB DESCRIPTION

The Facility Manager reports directly to the Director of Global Facilities and will be responsible for the management of building-related services and processes that support the core business. The position must ensure that 3D Systems in Belgium has the most suitable working environment for its employees and their activities. The coordinator is involved in planning and day-to-day operations, particularly in relation to buildings and premises. This position is accountable for managing all aspects of service delivery for a property or properties, asset management, facilities services, EHS support, project management and construction, vendor performance management, financial budgeting and reporting.

PRIMARY JOB FUNCTIONS:

- Ensure customer satisfaction with facility management by providing capable and responsive representation of 3D Systems to the client organizations
- Works with facilities director to create formalized equipment maintenance plan including frequencies. Provides Director of Facilities status updates quarterly on maintenance results and deficiencies.
- Ensure proper tracking and reporting of facilities work orders for preventive and reactive maintenance
- Direct supervision of all vendor activities for services employed at the property level including day-to-day supervision of issues as they arise; such as repairs and maintenance, painting, plant services, sprinklers, HVAC, electrical, fire control panels, security card access.
- Supervision of 1 Facilities Technician
- Consultation and collaboration with vendor partners to ensure all are complying with scope of work and obligations per contracts
- Ensure performance and safety standards are met for third party vendors
- Support leadership in the implementation of short and long-term operational projects for the site
- Manage new vendors as needed, preparing scope of work, interfacing with strategic sourcing to procure services to identify and justify sourced selections, monitor performance to meet cost and schedule.
- Project management, supervision, and coordination of contractors to manage work scope, budget, schedule and adherence to regulatory and code compliance as required by site, local, state, federal jurisdictions
- Aid 3D Systems and site leadership in the planning of new business requirements (consolidation, expansion, line rearrangements) in line with strategic business objectives
- Acts as liaison to public utility, environmental and energy agencies
- Supports the development and updating of the Disaster Recovery Plan, in collaboration with business and ensures site readiness
- Supports EHS Professional in overseeing facilities safety and training programs, first aid and First Responder program, Hazmat, Lock-out/Tag-out, chemical handling safety, MSDS data
- Performs minor carpentry, painting, lighting and plumbing maintenance work as needed

PROFILE

- Bachelor or Master, a degree in Engineering is a plus
- Minimum of 10 years of experience in facilities management
- Multifaceted experience in operations and facilities management
- Facility project management experience
- You have experience with permitting and safety requirements
- AutoCAD or similar space planning tool experience
- Software skills with MS Office, Project, Visio
- Bring personal creativity and industry-specific innovation to asset management, facility services and vendor performance to ensure continuous improvement.
- Excellent written and verbal communication skills
- Good organizational and time management skills, especially in a growing and fast-paced environment
- Expertise in utilizing key metrics to evaluate and recommend best practices
- Ability to prioritize and re-prioritize activities, multi-task and follow tasks to completion

WE OFFER

- A challenging job in a young and dynamic team
- A competitive salary and additional non-statutory benefits
- Career opportunities in a global company with exponential growth

INTERESTED?

Please send your resume and motivation mail in English to:

BelgiumCareers@3dsystems.com