



Facilities/Office Manager (m/f)

Company:

Location: Debrecen, Hungary

Flowserve is the recognized world leader in supplying pumps, valves, seals, automation, and services to the power, oil, gas, chemical, and other industries. With more than 18,000 employees in more than 55 countries, we combine our global reach with a local presence.

Position Description

Flowserve is looking for an experienced Accounting manager to lead the start-up of a Shared Service center for a \$4.5Bn Global US based company. The center will ramp up to ~400 people over a 3 year period and will be based in Debrecen, Hungary. This center will service the North American and EMEA region.

Position Requirements

- 7+ years of Facilities management experience.
- Service-oriented background.
- Demonstrates strong data analysis and interpretation skills
- Bachelor's degree preferred, or equivalent combination of education/experience, required
- Strong knowledge of office safety procedures and OSHA requirements preferred.
- Strong computer skills and a working knowledge of budgeting, forecasting and expense analysis.
- Strong communication and negotiation skills
- Experience in the ramp-up phase or significant growth of a service center preferred.
- Ability to cultivate effective relationships with stakeholders.
- Excellent verbal and written communication and negotiation skills in English.
- Strong bias for action and ability to proactively recognize and resolve issues.

Accountabilities

- Contribute as a Key leader for the Shared Services organization.
- Negotiation and management of facility related services;
- Employee and Leadership communications relating to Building Safety, Maintenance and Office Services.
- Prepare and manage facilities locations budgets and cost management.
- Supervise, mentor and provide guidance and training to facilities management staff.
- Ensure all scheduled maintenance is completed as required.
- Procurement of office related services and products.
- Planning and overseeing building work/renovation and lease management
- Allocating and managing space within buildings
- Managing building maintenance activities
- Coordinating cleaning and parking services
- Organizing security and general administrative services
- Ensuring that facilities meet government and company regulations and environmental, health and security standards
- Act as the Site Safety Coordinator: Provide guidance and training necessary to ensure a safe, pleasant and functional environment for employees and visitors.
- Develop and maintain the sites Business Continuity program.