



## B2C Retail Facilities Management Specialist

Estamos à procura de um novo elemento para suportar a Gestão de Instalações de Retalho B2C e integrar a nossa equipa de Operações e Estratégia. Esta posição tem como principal missão apoiar a gestão e manutenção das infraestruturas de todas as boutiques e corners Nespresso, bem como auxiliar o Coordenador de Desenvolvimento de Retalho na implementação do plano de retalho local (novas aberturas e remodelações).

### POSITION SUMMARY

The Nespresso story began with a simple but revolutionary idea: enable anyone to create the perfect cup of espresso coffee. Since 1986, Nespresso has redefined and revolutionized the way millions of people enjoy their espresso coffee. We are looking for a **B2C Retail Facilities Management Specialist** to join our B2C Operations & Strategy team. Your main mission will be to support the management the facilities and maintenance of all Nespresso sites (Boutique and corners). You will also assist the Retail Development Coordinator with the implementation of the local retail plan (new openings and refurbishments).

### A DAY IN THE LIFE OF B2C RETAIL FACILITIES MANAGEMENT SPECIALIST

#### Maintenance/ Boutique & Trade projects:

- Management of the facilities supplier for all Nespresso sites (Boutique and Corners). Supervision of all activities.
- Ensure rigorous compliance with all procedures and guidelines concerning projects and boutiques;
- Ensure compliance for all legal and or/Nestlé Nespresso policies and regulations concerning, Health, Safety and Environment (for example: legionella, legal inspections, QAI audits, HVAC, TRIE, fluorinated gases, fire extinguishers, Security suppliers, CCTV...)
- Ensure action plans are in place to correct any deviations;
- Perform periodical audits to Boutiques / sites to evaluate the needs for maintenance operations;
- Establish maintenance programs for each boutique / site;
- Respect and control budget;
- Liaise with all relevant departments (HR, Supply Chain, Marketing, etc.) to ensure successful and on-time Boutique Opening;
- Support Area & Boutique Managers;
- Search for new improvements in quality of the materials and construction of new Boutiques;

### WHAT WILL MAKE YOU SUCCESSFULL

- Newly graduated in Civil Engineering (preferable), Mechanical Engineering, Architecture or similar
- Previous experience in business facilities management (preferably in a retail environment) would be an advantage
- Previous contact with third party management would be an advantage as experience
- Skilled in MS Office is required (Excel / Word / PowerPoint / Project) and AutoCAD
- Fluency in English
- Good interpersonal and communication skills
- Solid planning & prioritization skills
- Availability to travel within Portugal and monitor works

O nosso target background são os estudantes finalistas e/ou alumni (recéns mestres até 1 ano) nas áreas de **Engenharia Civil** e Mecânica.

O período de candidaturas está aberto até ao próximo **dia 20 de Março**. Segue o link para que possamos considerar as candidaturas válidas: <https://jobdetails.nestle.com/job-invite/267289/>