



Facility & Physical Security Manager

Experience level : **Intermediate**

Entity : **Group**

Office : **Geneva**

If you are passionate about meeting client needs, want to challenge the status quo and be part of an innovative environment and future, the Syz Group can bring you what you are looking for. Working at Syz takes a blend of collaboration, entrepreneurial spirit and willingness to pull together. In return for your talent and dedication, you can expect a fast-paced, stimulating work environment, a flat hierarchy with direct access to senior leaders, a culture hungry for innovation and the opportunity for your voice to be heard and your ideas to be listened to.

Do you have a key interest and demonstrable experience in facility management within the Private Banking area?

We are currently looking for a **Facility & Physical Security Manager** to join our COO organization who will be responsible for logistics within all our Swiss premises as well as ensuring health, safety & physical security for staff and premises. Together with the Maintenance Specialist, he will oversee and ensure the maintenance of building systems and services, managing externalized services and processes that support the Bank work facilities - access control and resilience - in order to ensure workspace is safe and functional.

Key responsibilities

Job description/ key responsibilities:

Physical Security

- Responsible for the management of physical access under the guidance of the CSO
- Lead the security 3rd party to ensure the physical security of all premises are completed accurately and thoroughly by the external Security Guard agency
- Ensure out of hours support when required, as well as to perform on-call rotations for the "Security Operations on-call tasks"
- Manage efficiently overall Swiss facilities health, safety and physical security budget,
- Flexibility to travel in other Switzerland Bank's locations or to provide out standard hours support, both under short notice
- Manage real estate and related insurance portfolio, plans and service contracts
- Coordinate activities related to Security and maintained security management systems in accordance with the Group Security framework
- Conduct regular physical security self-assessment, audit, and report to ensure compliance with Group and local regulation
- Keep track of the security related budget and set up appropriate KPI's

Fire, Health and Safety

- Ensure compliance with local security, health and safety (SST) regulations as well as energy efficiency mandatory requirements
- Ensure role as Lead Fire warden, Evacuation Officer and Emergency responder when required
- Maintain and improve incident and emergency response plans
- Ensure proper awareness of security risks and rules for all employees at the campus level

Facility Management

- Ensure that the facility is fully operational, with all utilities functioning properly and committed in keeping facilities in excellent state to enable high class quality hospitality at all times as well as manage, coach and develop a Maintenance Specialist
- Schedule and supervise maintenance repair work and assist with checking installation and servicing building equipment to meet safety regulations (security, fire, heat, electricity, ventilation, air conditioning etc.)

- In collaboration with the Procurement Manager, regularly reassess and challenge existing contracts, ensuring costs are maintained at the most adequate level while maintaining quality
- Supervise and coordinate the cleaning of premises with the different cleaning partners
- Participate in archive management and requests when necessary
- On absence of the Maintenance Specialist, perform basic repairs and maintenance work when possible
- Allocate office space according to headcount and capacity needs (seating plan, moves, new allocations, etc.) and oversee building, renovations and moving projects

Your profile

Professional experience & competencies

- Proven experience as Facility Manager in a Bank, Industry or medium-large company
- Experience as Health & Safety officer or similar position
- Experience as Physical Security officer or similar position
- Well-versed in technical/engineering operations and facilities management best practices
- Experience in technical maintenance and refurbishment, or strong DIY skills is a plus
- Good knowledge of local security, health and safety regulations
- Ability to lift heavy equipment and comfortable standing or walking for long periods of time
- Good organizational skills
- High flexibility and ability to work under pressure especially during crisis, events or extraordinary situations

Personal competencies:

- Solid time management, organization and prioritization abilities
- Keeping attention to detail and efficient problem-solving skills
- Strong analytical skills with the ability to make sound decisions
- Excellent verbal and written communication skills
- Team player, entrepreneurial approach and integrity
- Hands-on, results focused, with the energy and commitment to drive delivery
- Strong service orientation with good commercial acumen

Language requirements:

- French and English spoken and written, German an asset

IT Skills:

- Proficiency in Microsoft Office tools
- Knowledge of technical tooling (ie. Physical access management, Fire Systems, building HVAC systems etc)

Education:

- Relevant professional qualification (CAS or equivalent) will be an advantage
- Certifications in the Physical Security domain (ASIS or equivalent) an advantage