



# Facility and Maintenance Specialist

Experience level : **Intermediate**

Entity : **Bank Syz**

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.

**Join us as a Facility and Maintenance Specialist – Keep our workspaces running smoothly across Switzerland!**

We're seeking a proactive and hands-on **Facility and Maintenance Specialist** to take charge of facility logistics and building maintenance across our Swiss offices in **Geneva, Zurich, Lugano, and Locarno**. In this key role, you'll report to the Facility and Physical Security Manager and play a vital part in ensuring our premises are safe, secure, and fully operational.

You'll be the go-to expert for maintaining building systems and services that support our teams' daily work. From performing and coordinating repairs to optimizing facility operations, your contributions will directly impact the comfort and safety of our staff. You'll also support initiatives related to health, safety, and physical security, helping us create a workplace where people thrive.

## Key responsibilities

- **Facility Maintenance & Repairs:** Ensure the buildings are in excellent condition by performing routine "Do-It-Yourself" repairs, such as wall painting, plumbing, fixing minor electrical issues, and general maintenance of installations. Travel to other building locations in Switzerland when needed to ensure good condition of the other remote sites. Together with the Facility and Physical Security Manager, identify, coordinate and supervise larger repairs with specialized contractors as needed. Equip and maintain basic equipment and supplies needed to perform general repairs and refurbishments
- **Cleaning Oversight & Hygiene Management:** Ensure general cleanliness of certain common areas during the day, especially ensuring restrooms are stocked of supplies throughout the day. Perform occasional deep cleaning tasks as needed, such as using a high-pressure water cleaner around the building and periodic cleaning of carpet with a machine. Ensure that any incidents of degradation or vandalism on the outside perimeter of building (e.g., graffiti on walls) are cleaned up or fixed promptly
- **Logistics Support:** Provide assistance to different departments with logistics-related tasks, including the setup and condition of meeting rooms, moving small office furniture and equipment when needed, and handling merchandise deliveries. Ensure that these activities are carried out efficiently, minimizing disruption to daily operations. Contribute and participate in technical premises installations (security, fire, heat, electricity, ventilation, air conditioning etc.)
- **Physical Security Support:** Perform tasks related to building security in collaboration with the physical security manager. Be available on-call during nights and weekends when scheduled (in general 1 week/month) and responding to facility or security-related issues as required. Contribution to maintaining the oversight to ensure the physical security of all premises are completed accurately and thoroughly by the external Security Guard agency. Ensure role as Fire warden, Evacuation Officer and Emergency responder when required

## Your profile

- Proven experience in building maintenance, hotel facility maintenance, or a similar role
- Excellent knowledge of plumbing, electrical work, painting, and other repair and technical maintenance (Electrician background a plus)
- Ability to perform physical tasks, including lifting and moving office equipment and comfortable standing or walking for long periods of time.
- Flexibility to travel in other Switzerland Bank's locations or to provide out standard hours support, both under short notice
- Experience working with external contractors for larger repairs and maintenance projects

**Personal competencies:**

- Problem-solver with the ability to troubleshoot to resolve issues quickly and efficiently
- Attention to detail, with a focus on maintaining high standards of cleanliness, hygiene, and safety
- Strong organizational and time management skills with the ability to prioritize tasks effectively
- Security awareness with basic knowledge of security protocols and willingness to support physical security measures
- Ability to adapt and thrive in a fast-paced, dynamic environment
- Good verbal communication skills
- Team player, entrepreneurial approach and integrity
- Strong service orientation with good commercial acumen

**Language requirements:**

- French spoken and written
- English and/or German an asset

**Other requirements:**

- Valid driving license (category B minimum)

**IT Skills:**

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

**Education:**

- High school diploma or equivalent (additional technical certifications or vocational training is a plus)
- Electrician education – CFC or equivalent – a plus

