

## Facility Management Administrative Officer

📍 Location: Geneva | Start date: Immediate | Activity rate: 100%

### About BCP

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Established in 1963 as a Swiss Bank, BCP segments its activities into two well-established core businesses: Commodity Trade Finance and Wealth Management. These are reinforced by our expert Treasury services. BCP enjoys a solid reputation as a high-quality service provider in all of its Banking fields. Founded under Swiss Banking Law and Regulations, BCP is supervised by FINMA, the Swiss financial markets supervisory authority. Headquartered in Geneva, BCP also operates a branch in Luxembourg and a representative office in Dubai DIFC. More information can be found at <https://www.bcp.bank/en>

### About the role

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Reporting to the Head of Facility Management, this multi-functional role plays a crucial part in ensuring the efficient operation of facilities services, including business travel coordination, office procurement, reception, security, and suppliers' management.

The ideal candidate is highly organized, proactive, and customer-service oriented, with strong communication skills. This role is essential in ensuring smooth daily operations and delivering a high-quality experience to both internal and external stakeholders.

### Key responsibilities

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#### Business travel organization

- ▶ Manage travel arrangements (flights, accommodations) for employees, ensuring cost efficiency and compliance with the Bank's travel policies.
- ▶ Process and verify travel-related invoices.
- ▶ Assist with travel policy adherence and improvements.

#### Administrative tasks

- ▶ Provide general administrative support to the Facility Management (FM) division, including document drafting, proofreading, data entry, and mail distribution.
- ▶ Create, maintain and update facility records, ensuring accurate documentation of expenses and contracts.
- ▶ Update the FM intranet page and organize the team's shared mailbox.
- ▶ Occasional backup to the CEO's assistant.

#### Procurement and purchasing

- ▶ Handle the procurement process, including office supplies, print materials, and coffee corner provisions, ensuring adequate inventory at all times.
- ▶ Obtain and compare supplier quotes, prepare purchase orders, and monitor contract compliance.
- ▶ Conduct tender processes and negotiate contracts with key suppliers.
- ▶ Ensure timely invoice processing and payment tracking.

#### Reception duties (20% of the role + backup duty)

- ▶ Ensure a welcoming and professional reception experience for visitors.
- ▶ Manage visitor badges and access control procedures.
- ▶ Answer and direct phone calls and inquiries professionally.
- ▶ Maintain an organized and presentable front desk and meeting rooms.
- ▶ Assist with meeting room bookings and event support when required.

#### Security support (Member of the Security Team)

- ▶ Act as first-level support for security-related alerts (technical alarms, fire alarms, access control, CCTV), escalating issues when necessary.



## Your profile

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- ▶ Maturité, CFC (or equivalent), with a secretarial or administrative diploma being an advantage.
- ▶ Minimum 5 years of relevant experience in a similar role.
- ▶ Experience with travel arrangements, procurement, hospitality and facility administration.
- ▶ Familiarity with security procedures and alarm systems is a plus.
- ▶ Proficiency in Microsoft Office (Excel, Word, Outlook).
- ▶ Strong organizational and multitasking skills.
- ▶ Excellent verbal and written communication abilities.
- ▶ Customer-service oriented with a professional demeanour.
- ▶ Ability to work independently while collaborating effectively within a team.
- ▶ Detail-oriented, rigorous, and proactive.
- ▶ Fluency in French and English, both spoken and written.

## What we offer

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- ✿ A dynamic and multicultural work environment.
- ✿ An inclusive culture where empowerment and creativity are encouraged.
- ✿ A competitive compensation package.

### Application process

Please submit your complete application file, including your **cover letter, CV, work certificates, and diplomas**.

### Response timeframe

If you do not receive a response from us within **three weeks**, please consider that your application was not selected for this position. We appreciate your understanding.

### Privacy notice

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