

Bebat – Facility & Support Coordinator

Facility & Support Coordinator

As Facility & Support Coordinator, you are responsible for the facility and support services for our offices. You are the central point of contact for everything related to facility management and general support. You work closely with internal teams and external suppliers and report to the Director of Customer Relations and Public Affairs.

Facility services & procurement (40–60%)

- You coordinate the daily management and maintenance of the buildings and working environment, in close collaboration with the Site Manager.
- You maintain contacts with **external suppliers** such as cleaning, grounds maintenance, waste management, photocopiers and dishwashers.
- You monitor contracts and invoices within the agreed budgets.
- You handle the **procurement** and follow-up of PPE, cleaning and hygiene materials, office supplies and furniture, printed materials and telecom subscriptions.
- You are responsible for the administrative follow-up of building-related **insurance** and damage claims.
- You manage **access control** to the buildings and ensure safe and correct access for employees and visitors.
- You organise and coordinate **catering facilities** for employees, visitors and internal activities, and also manage the maintenance team.
- You serve as the **first point of contact** for external deliveries and notify the colleague for whom the shipment is intended

Support (±40%)

- You provide administrative support to various departments, including requesting quotes, creating purchase orders, and placing and following up on orders.
- You support personnel activities and staff appreciation initiatives.
- You are responsible for booking and tracking travel (flights, hotels and rental cars).
- You support the onboarding of new employees and manage orders for mobile phones, PCs, starter vehicles, fuel cards and phone subscriptions.
- You ensure the correct and timely distribution of internal mail.

What do we expect from you

- You have experience in facility management, administration or a comparable support role.
- You work independently, in a structured and accurate manner, with attention to detail.
- You have strong communication skills and work smoothly with internal colleagues and external partners.
- You are fluent in Dutch and English, both orally and in writing, and have a good basic knowledge of French.

- You take initiative, think in terms of solutions and work in a planned manner.
- You have strong organisational skills and can manage multiple files simultaneously.
- You thrive in a support role where you relieve colleagues and bring structure.

What do we offer you

- A market-conform salary, supplemented by numerous extra-legal benefits.
- An enthusiastic team of colleagues and a pleasant, informal working atmosphere.
- A great variety in your role.
- The chance to contribute to building an established value in the environmental sector.

<https://www.bebat.be/>