

Senior Facilitair Coördinator

Title:

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Are you an energetic, proactive and solution-oriented professional who wants to make a difference in a dynamic work environment?

Deadline:

Then the role of **Senior Facility Coordinator** at Teijin Aramid based in **Emmen** might be something for you!

Department:

Facility Management

The Team

The Facility Management team is part of the Procurement department and is responsible for FM services across locations in the Netherlands.

Category:

Purchasing, Legal

In this role you work closely together with 2 other FM colleagues in Emmen and Arnhem and you report to the Spend Manager.

Location:

Emmen

As a Facility Coordinator, you ensure the smooth running of the daily facility processes and offer support in various areas.

Your role

At Teijin, you get a flying start in a role full of variety! Every day brings new challenges and opportunities to show yourself.

From organizing the perfect workspace for your colleagues to coordinating important facility projects that benefit the entire company.

And yes, every now and then you walk around the factory to check whether everything in the production environment is optimal and whether your colleagues can work comfortably. No day is the same, and you ensure that everyone can perform in a pleasant and well-organized environment.

What will you do?

As a Senior Facility Coordinator, you are responsible for the organization and execution of various facility tasks, such as:

•Planning and coordination of facility work:

You operationally steer FM colleagues in Emmen and Arnhem; and full coverage of NL locations in the future and coordinate real estate services and ensure that everything is in optimal condition. This can vary from scheduling cleanings to arranging minor maintenance work.

•Managing projects and improving processes:

You identify opportunities for process improvements and take the initiative to make work processes more efficient and effective. This can be by improving supplier relationships or optimizing the use of spaces within the building. Where suitable, you take lead in multi-disciplinary projects and steer the team to deliver efficiency and financial results. For instance, you optimize and standardize how work clothing is organized across locations and deliver improvements on both safety and cost efficiency.

•Communication with internal and external parties:

You are the point of contact for employees and external suppliers. Whether it's scheduling meeting rooms or solving a malfunction, you ensure the right communication and a quick solution.

•Monitor facility budgets:

You monitor the budget of the facilities department and deliver agreed results within the set financial frameworks.

•Coordination of safety and sustainability:

You will support the implementation of safety and sustainability initiatives, such as setting up recycling programs and complying with safety regulations.

•Sourcing, Contracting and Managing facility service providers:

In collaboration with the responsible Purchasing Spend Manager, you scout for best fit

suppliers for Teijin Aramid. You ensure full contract coverage and steer continuous improvement with suppliers.

Who are you?

You have a **HBO (bachelor's degree)** working and thinking level and can handle responsibility well. Education or work experience in the facility sector is necessary, and we also attach great value to your competencies.

What do we think is important?

- Proactive attitude: You don't wait but take the initiative and think in terms of solutions.
- Organizational talent: You keep an overview and know how to coordinate multiple tasks at the same time.
- Strong communication skills: You can switch well between different stakeholders and know how to convey the right message.
- Flexibility: You know how to adapt quickly to changing circumstances and have a hands-on mentality.
- Stress resistance: In a busy work environment, you keep a cool head and stay focused on the solution.
- Team player: you enjoy working as a team both within FM department and colleagues from other departments
- You have a good command of both Dutch and English

Our Offer

Exciting challenges await you at Teijin Aramid and we offer more than just a competitive salary. You'll enjoy 46 days off per year, flexible hours, a robust pension, and budgets for sustainability and personal development—plus the freedom to work from home with daily support.

- Attractive salary – This position falls within our collective labor agreement scale 10 (€ 4700, - to € 7128, - gross per month), with your salary based on your experience and education.
- Almost 10 weeks of vacation per year – Yes, really! Four weeks are legally required. The remaining six weeks you can take off, have paid out, or save for later.
- Excellent secondary benefits – 8.33% holiday allowance, a favorable pension plan with a low personal contribution, and a profit-sharing scheme that can reach up to 10%.
- Personal development – Access to training and coaching programs to further develop yourself.
- Allowances – € 4.01 per day home office allowance and € 0.23 per kilometer travel allowance.
- Extra budgets – € 1,500 gross Green Budget and € 1,500 gross Development Budget to invest in sustainability and personal growth.
- Flexibility – Flexible working hours and the possibility to work hybrid, depending on the role.

Information & Application

For more information, please contact Zelong Mao, Category Manager, on +31 651832476

For questions about the application process, contact Gerwin Noij, Recruiter, at +31 647103629.

Do we see a good match? Then we would be happy to invite you for an interview at short notice.

We kindly ask you to submit your application including CV and a short motivation via the 'apply' button.

An assessment and presenting a valid Certificate of Conduct (VOG) are part of the selection procedure.