

## Technical Consultant | Property Management | M/F | LISBON

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In Portugal, with offices in Lisbon and Oporto, CBRE is the country's largest commercial real estate services company, now employing over 130 employees and offering a full range of property services including property sales and acquisitions, leasing and management, investment, corporate services, debt advisory, project management, consultancy, valuations and research. Please visit our website at [www.cbre.pt](http://www.cbre.pt)

### SUMMARY OF POSITION

CBRE Portugal is looking for a Technical Consultant that will support the Property Managers in the daily activities regarding the management of the real-estate assets included in CBRE's portfolio. The portfolio under management is distributed between Office, Industrial & Logistics and Retail buildings.

The role is based in the CBRE Lisbon office and may involve traveling throughout Portugal.

Reporting to the Senior Technical Consultant, the candidate will be responsible for the daily Operations (hard and soft facilities) of a set of assets, providing support to the Property Managers regarding all repairs and investment plans. In this role, it is expected that the candidate can help in the preparation of tender processes, hiring and management of third party services related with Facilities Management, such as Maintenance, Human Security, Electronic Security, Cleaning, Gardening and Landscaping, Pest Control, etc.

It is expected to participate not only in the tender processes for regular services, but also for occasional services, such as construction works, upgrades or repairs of the technical infrastructures, managing the entire process, from tender to works monitoring, reception and guarantees supervision.

The candidate will also have to perform, follow and report internal and external technical inspections of the assigned portfolio, ensuring that the assets meet with all regulations and legal requirements.

Close monitoring and management of Utilities, such as Energy and Water will also be part of the set of roles for this position.

### DUTIES AND RESPONSIBILITIES

#### Technical Role

- Ensure asset's systems & equipment availability and operation in optimum and efficient conditions, including mechanical and electrical equipment;
- Participate in the definition of the preventive maintenance plan ensuring its suitability for every type of asset and its systems and equipment, to achieve the best outcomes at the most cost-effective solutions.
- Evaluate all proposed corrective works in the facilities concerning its suitability, technical approach, tenant's operations impact and costs.
- Participate in the definition and monitoring of the SLA's and the KPI's that will be agreed with the service providers in order to ensure the service is properly served.
- Preparation of general and technical requirements (technical specifications documents) for tender processes.
- Undertake property inspections to ensure internal, client and building compliance.

## Management Role

- Assist the Senior Technical Consultant in the preparation, control and execution of the service charges budgets and investment plans.
- Ensure that all contract Service Level Agreements are complied with what was agreed with the providers.
- Participate in the internal service providers' evaluation programme.
- Tender, analyse, award, coordinate and monitor operations, repairs and construction works
- Prepare reports for property owners presenting the performance of the service providers and of the assets themselves, using a benchmark approach.

## Other Duties and Responsibilities

- Participation in certification processes related with sustainability, energy, health and safety or environmental standards (ex: LEED/BREEAM, ISO 50001, ISO18001, ISO 1400, etc.).
- Deal with Clients queries and claims.
- Ensure legal compliance of the assets regarding all technical, environmental and health and safety requirements.
- Participate in the definition of improving strategies for systems & equipment operation, regarding economical, energy and environmental aspects.
- Develop and solidify existing relationships with clients ensuring high satisfaction levels.
- Identify opportunities for innovation, service development and cross-selling services.
- Attendance as required at periodic client meetings.

## **PROFILE**

Engineering background from to 2 to 5 years of experience in property, maintenance or facilities management. Knowledge and experience in Health and Safety at work procedures will be considered a plus.

It is anticipated that the successful appointee will have sufficient experience to contribute to the property management team. The candidate should have the personal qualities to demonstrate potential for further advancement, including drive, commitment, self-initiation of activity, client service perspective and lateral thinking. The ability to work as part of a team is essential.

Must have excellent written, verbal and presentation skills. Other requirements include strong IT skills (CAD, MS Word, MS Excel & MS PowerPoint) and self-supporting for document production.

Candidate must be fluent in Portuguese and English.

Please send your CV and presentation letter in English to [Jrhs@cbre.com](mailto:Jrhs@cbre.com) including in the following subject: **Technical Consultant / Property Management**