

Assistant Facilities Mgr-#1023915-York, PA

Company Profile

CB Richard Ellis Group, Inc. (NYSE:CBG), a Fortune 500 and S&P 500 company headquartered in Los Angeles, is the world's largest commercial real estate services firm (in terms of 2009 revenue). The Company has approximately 29,000 employees (excluding affiliates), and serves real estate owners, investors and occupiers through more than 300 offices (excluding affiliates) worldwide. CB Richard Ellis offers strategic advice and execution for property sales and leasing; corporate services; property, facilities and project management; mortgage banking; appraisal and valuation; development services; investment management; and research and consulting. CB Richard Ellis has been named a BusinessWeek 50 "best in class" company for three years in a row. Please visit our Web site at www.cbre.com.

Division Profile

Our management of over a billion square feet for corporate, institutional, not-for-profit and government space users around the world delivers the highest level of customer service and value, which enables clients to focus on their core business. By partnering with our clients our approach to facilities management goes well beyond traditional service models. Our people, by applying our knowledge, technology, procurement leverage and processes, are able to customize our delivery of services to any client's culture and create a competitive advantage for the client.

Responsibilities

- Coordinates and oversees repair and maintenance projects with vendors and contractors.
- Conducts site inspections at clients operations to ensure quality assurance and efficient customer service.
- Manages vendor relationships and approves appropriate unpaid invoices for all completed projects.
- Provides good customer service to clients and tenants by addressing their needs as outlined in their lease agreements.
- Assists in the preparation of monthly financial report.
- Other duties may be assigned.
- Coordinates and assigns tasks to co-workers within a work unit and/or project.
- Coordinates the work to be completed but is not responsible for formal supervision of employees.

Qualifications

- High school diploma or general education degree (GED) and a minimum of four to six years of related experience and/or training.
- Ability to comprehend, analyze, and interpret various types of business documents.
- Ability to write reports, manuals, speeches, and articles in a pre-designed style and format.
- Ability to effectively respond to complex inquiries or complaints from clients, co-workers, supervisor, and/or management.
- Ability to present information to an internal department and/or large groups of employees.
- Requires knowledge of financial terms and principles. Ability to calculate intermediate figures such as percentages, discounts, and commissions.
- Conducts basic financial analysis.
- Ability to solve problems involving several options in situations.
- Requires intermediate analytical and quantitative skills.
- Intermediate experience with Microsoft Office Suite.

EEO Statement

EOE & AA Employer M/F/D/V

Please apply directly towards this job by visiting our website at www.cbre.com/careers. The job ID number is #1023915. Thanks!