

Site Manager

Zug Campus
Job Description

Our Mission

We are a community of learners determined to make the world – or our corner of it – a better, kinder place. We reflect our values in everything we do so that we make the most of opportunities and challenges in a spirit of enthusiastic inquiry

Our Vision

We help every student turn learning into action, creating opportunities for students to stretch themselves further and achieve more than they believe possible.

General Description

The Site Manager serves as a member of the Operations Team and is responsible for operational oversight of the Facility Maintenance & Services Team on Zug Campus. The position requires the candidate to play an integral role in the implementation of ISZL's strategy ensuring a safe, clean and well kept environment for students, parents, staff members and visitors. Amongst other things, the Site Manager assumes responsibility for establishing and maintaining a solid maintenance and services framework to enable the effective use of resources to support strategic objectives. This includes, leading and enabling the Facility Maintenance & Services Team to embrace any required change and improvements whilst continuously developing and providing outstanding work. The Site Manager reports to the Head of Facilities Maintenance & Services.

The Site Manager is expected to:

Leadership Responsibilities

- Lead the Facility Maintenance and Services Team of Zug Campus
- Be an active change agent with an exceptionally strong service and “can do” mindset
- Manage, motivate, lead and continuously develop the team, providing clear objectives, meaningful feedback and personal/professional development opportunities
- Develop and set annual goals in line with ISZL's strategic plan
- Coordinate work performed by external tradesmen, partners and suppliers, when required

General Responsibilities

- Oversee the planning, coordination and implementation of all maintenance works of all buildings and outdoor facilities on Zug Campus
- Perform small repairs, when required
- Provide support at events, when required
- Oversees and works hand in hand with the leader of the cleaning team
- Ensure that all technical requests and tasks are properly addressed and carried out by the team and in close collaboration with other teams, when required
- Oversee all maintenance activities in the event of technical installation and equipment breakdowns, including building-related technical installations and equipment, universal cabling infrastructure adaptations and improvements, adaptation of technical installations in the event of staff being transferred internally and the arrival of new staff members
- Support with the implementation of ISZL's occupational health management framework
- Support the implementation of Facility Management softwares, when required
- Ensure regular maintenance, as required by the relevant regulations
- Ensures local applicable law, regulations and ordinances are fulfilled and complied with

Required and Preferred Qualifications

- Professional experience in the FM sector (maintenance and building services) managing complex operations with multiple departments
 - Technical education with further training in the area of facility maintenance and/or services
 - Proven leadership and people skills, including experience in leading teams during times of significant change, as well as budget and result responsibility
 - Fluent in German and English (written and spoken) and fully comfortable in leading facility related discussions in both languages
 - Knowledge and good command of facility management related IT solutions
 - Excellent organisational and priority management skills - solution and service orientation
 - Results-driven and deadline oriented
 - Ability to handle stressful situations and deal with the unexpected
 - Hands-on and creative approach to problem-solving
 - Willingness to work outside normal office hours (on call)
 - Positive attitude, open-mindedness, flexibility, strong work ethic and perseverance
 - Integrity in all actions and communications
 - Ability to communicate and collaborate very well in a very dynamic environment
 - Willingness to continuously learn and improve
 - Good negotiation skills and assertiveness
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Compensation

Compensation for this position will be commensurate with the responsibilities of the position and is competitive.

Application Process

- Submit one PDF with a letter of interest and CV via the application link found in the Employment section of ISZL's [website](#)
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Key ISZL Reference Documents

- [Guiding Statements](#)
 - [Learning Principles](#)
 - [Inclusion Policy](#)
 - Visit the Employment section of ISZL's [website](#) for more information
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Child Protection

ISZL is committed to the use of the International Task Force on Child Protection screening and assessment practices for schools for all hiring processes.