

Facilities Coordinator

Vaše náplň práce

We are seeking an organized and efficient Facilities Coordinator to join our team at our Parque Industrial Las Colinas, Mexico location. In this role, you will be responsible for overseeing the day-to-day operations of our facility, ensuring a safe and productive work environment for all employees by implementing necessary systems that also prevents Production stopages.

- Coordinate and oversee facility maintenance, repairs, and renovations.
- Manage vendor relationships and contracts for various facility services.
- Develop and maintain facility schedules for cleaning, maintenance, and safety.
- Monitor and control facility-related expenses within the approved budget.
- Ensure compliance with health, safety, and environmental regulations.
- Coordinate space planning and office moves as needed.
- Respond to and resolve facility-related issues and applicable employee requests.
- Maintain accurate records of facility operations, diagrams, maintenance, and expenditures.
- Assist in developing and implementing facility policies and procedures.
- Collaborate with other departments to support overall business operations.
- Act like a role model for the direct team in charge and other colleagues based on our Core values.

Váš profil

- 2-3 years of experience in facilities management or a related field.
- Proficiency in facility management software and Microsoft Office.
- Strong organizational and time management skills.
- Excellent communication and interpersonal abilities.
- Experience in vendor management and contract negotiation.
- Knowledge of budgeting and cost control principles.
- Familiarity with building systems and maintenance practices.
- Understanding of health, safety, and environmental regulations.
- Bachelor's degree in Engineering, Business Administration, or related field (preferred).
- Facilities Management Professional (FMP) experience (preferred).
- Advanced English.
- Ability to work flexible hours and respond to after-hours emergencies as needed.

Co nabízíme

ID pracovní pozice
REF6060Z

Obor
Údržba budov

Lokalita
Silao - Las Colinas

Úroveň vedení lidí
Vedení týmu

Kontakt
Felisa Espinosa

Právnícká osoba
AUMOVIO MEXICO, S. DE R.L. DE C.V.

We are committed to building an inclusive and discrimination-free ecosystem in Mexico, these principles are rooted in our corporate philosophy and culture. Therefore, it is totally forbidden to request a pregnancy or HIV test as part of our selection processes.

#LI-FE2

Ready to take your career to the next level? The future of mobility isn't just anyone's job. Make it yours! **Join AUMOVIO. Own What's Next.**

O nás

Since its spin-off in September 2025 AUMOVIO continues the business of the former Continental group sector Automotive as an independent company. The technology and electronics company offers a wide-ranging portfolio that makes mobility safe, exciting, connected, and autonomous. This includes sensor solutions, displays, braking and comfort systems as well as comprehensive expertise in software, architecture platforms, and assistance systems for software-defined vehicles. In the fiscal year 2024 the business areas, which now belong to AUMOVIO, generated sales of 19.6 billion Euro. The company is headquartered in Frankfurt, Germany and has about 87.000 employees in more than 100 locations worldwide.