

Remote Site Coordinator (PSC)

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Remote Site Coordinator (PSC) Job Description Summary

The Remote Site Coordinator (PSC) is responsible for delivering client facing services as part of C&W's Remote Site Management service capability within C&W's Manila based Portfolio Services Centre. C&W's Remote Site Management service provides virtual and remote operational support and facilities coordination services for our client's sites and operations across the APAC Region. Job Description

About the Role:

Organize and provide vendors to the client, third parties and C&W supplied services and function.

Liaise, coordinate and communicate with the client team and other site stakeholders.

Develop a detailed knowledge and awareness of the assigned site's operating characteristics, profile and recording same in the site records management system.

Respond to requests for service and assistance in relation to the assigned sites. Formulate and measure the agreed KPI and SLA as per contract.

He/she is the single point of contact (SPOC) between client and RSM requirement. Create and formulate OPEX budget and ensure the accuracy of the billing during cut off (as needed)

About You:

College graduate

Must have 1-3 years facility management and remote site operational exposures.

Advanced skills in MS Office such as powerpoint, word, excel etc.

Must be internet savvy and with advanced IT skills providing remote communications.

Must be fluent in English communication both oral and written.

Willing to work in shifting schedules as well as holidays.

Why join Cushman & Wakefield?

As one of the leading global real estate services firms transforming the way people work, shop and live working at Cushman & Wakefield means you will benefit from:

Being part of a growing global company.

Career development and a promote from within culture.

An organization committed to Diversity and Inclusion

We're committed to providing work-life balance for our people in an inclusive, rewarding environment. We achieve this by providing a flexible and agile work environment by focusing on technology and autonomy to help our people achieve their career ambitions. We focus on career progression and foster a promotion from within culture, leveraging global opportunities to ensure we retain our top talent. We encourage continuous learning and development opportunities to develop personal, professional and technical capabilities, and we reward with a comprehensive employee benefits program.

We have a vision of the future, where people simply belong.

That's why we support and celebrate inclusive causes, not just on days of recognition throughout the year, but every day. We embrace diversity across race, colour, religion, sex, national origin, sexual orientation, gender identity or persons with disabilities or protected veteran status. As part of our ongoing commitment to RAP, Aboriginal or Torres Strait Island Islanders are highly encouraged to join us! (For AUS only)

We ensure DEI is part of our DNA as a global community - it means we go way beyond than just talking about it - we live it. If you want to live it too, join us.

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