

Are you looking for your next opportunity?

Sompo has a unique opportunity for a **Part time Facilities coordinator** in our **Facilities/ Real Estate** team.

The Sompo Facilities & Real Estate Team is responsible for managing and overseeing the company's physical assets and properties. This includes ensuring operational efficiency and maintenance of offices and facilities, as well as handling property acquisitions and leases. Their role is pivotal in optimizing space utilization and supporting the business's growth and operational needs through strategic real estate planning.

Location: This position will be based out of our **Cologne** office. We strive for collaboration which is why we offer a work environment where our employees thrive and develop long lasting careers.

Our business, your impact, our opportunity:

What you'll be doing:

- Assist with reception desk and visitor lounge area
 - Answer all calls in a timely and professional manner
 - Screen calls as needed
 - Greet visitors (clients/brokers) with a professional, welcoming and positive attitude.
 - Meeting and Facilities Planning
 - Coordinate the meeting room schedule and ensure special requirements in terms of setup and equipment are met
 - Ensure visitor lounge, reception area, staff kitchen, tea points and conference facilities are kept tidy and clean, including daily maintenance of coffee machines
- Assist with Office Management including ordering kitchen/stationary/printing supplies
- Prepare outgoing courier packages and monitor for delivery
- Additional administrative duties
 - Ordering business cards
 - Keep accurate reports on visitor badge/parking keys and counts for audit purposes
 - Locker overview/PIN changes
 - Filing & bookkeeping as requested for office issues
- Additional facilities duties
 - Assist in the coordination of the onboarding process for new hires
 - Report maintenance issues to facilities manager and assist in keeping track of outstanding matters;
 - Provide Health and Safety support where required
 - Monitor all local maintenance contracts (shredding, water dispenser, coffee machines asf)
 - Support responsible Facilities & Real Estate manager locally

What you'll bring:

- Facilities experience in a professional environment
- Ability to work with a team-oriented approach and with social competence
- Demonstrate knowledge in coordination and competence for communication at all levels
- Fluent German (and English) required
- Intermediate computer skills including PowerPoint, Word, Excel, Outlook, and Adobe Acrobat
- Ability to multi task, to prioritise and to organise efficiently
- Excellent interpersonal skills



Our Benefits

We continuously evaluate and update our benefit programs to ensure that our plans meet the needs of our employees and their dependents. Below are a few highlights of our inclusive benefit programs:

- Expansive Health & Wellness Benefits
- Generous Retirement & Savings Plans
- Global Parental Leave & Adoption Assistance

In today's world, what do we stand for?

We strive to create exceptional value for our clients and shareholders while maintaining Sampo as an attractive place to work. We foster an environment of ongoing, open dialogue between managers and their direct reports, and believe in an organizational environment where everyone belongs. We proudly are a multi-racial, multi-cultural, global enterprise. We reject all forms of racism, bigotry, prejudice and injustice and continue to invest in building out an inclusive and diverse work environment.

About Us

Expert Partners.

Clarity in complexity.

Unwavering commitment.

We're Sampo, a global provider of property, casualty, and specialty insurance and reinsurance. Building on Sampo Holdings' 130 years of innovation, we're committed to applying all of our experience to simplify yours.

Our dedication to you shows up in the care we put in every detail, working to create a frictionless risk management journey for everyone we serve.

We lead with your priorities, meticulously crafting solutions, sharing insights, and understanding your needs.

Around the world, our 9,000+ employees use their expertise to learn, improve and find clear answers for your complex challenges.

Because when you choose Sampo, you choose the ease of expertise.

To learn more about visit our website at www.sampo-intl.com