

Department: Finance Division

Country: Taiwan City: Taipei City

## **Facility Manager**



We are looking for a person who has good knowledge and experience of the vehicle retail business and who is highly motivated to build a new function for facility management.

### The main tasks are:

- 1. Responsible for the facility management for all Scania service centers.
- 2. Management of long-term preventive and corrective maintenance.
- 3. Asses, develop and implement action plans and procedures for work to be carried out in a consistent and efficient manner.
- 4. Define demands for procurement of construction and office materials.
- 5. Supervise subcontractors and handyman works.
- 6. Cost management for all capital works.
- 7. Review architectural and engineering drawings for all works.
- 8. Co-ordinate with local authority and manage regulations for all capital works.
- 9. Documents and record management of all construction drawings, operation manuals etc.
- 10. Co-ordinate in matters related to sustainability and environmental protection
- 11. Work with the functions for SHE and DOS to conduct inspection.
- 12. Act as project manager for relocation- or expansion projects.
- 13. Participate in feasibility studies for network development.



# Job search at Scania Taiwan 永德福汽車公司徵人資訊

We are looking for a person who has

- College, diploma or degree in appropriate discipline.
- Minimum 3-4 years industrial construction experience Strong attention to detail and ability to perform tasks carefully and accurately
- · Maintenance or building management.
- Knowledge of building systems including HVAC, security, electrical, fire systems and safety.
- · Ability to perform cost estimates
- · Project management
- · Report writing skills and experience
- Excellent interpersonal, communication and presentation skills.
- Ability to take initiative and work under pressure.
- Effective time management skills and ability to meet deadlines.
- · People management skills.
- General computer skills.
- · Ability to communicate fluently in English and Mandarin.

You will be stationed in Taipei City, but travel on a regular bases.

#### For further information

You are welcome to contact Sharlene lin +886 2 25098200#901 sharlene.lin@scania.com

#### Application

Your application should include a covering letter and CV.



部門:財務處國家:台灣城市:台北市

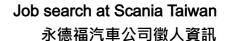
## 設備經理



我們正在徵求一名**設備經理**·我們希望他具備在車輛零售市場良好的知識與經驗·同時對設備管理這項新功能具有積極性。

### 主要工作內容是:

- 1. 負責所有 Scania 服務廠的設施管理。
- 2. 長期性預防管理和改善維護。
- 3. 評估,制定並執行行動計畫和程序,以便能用一致和有效的方式進行工作。
- 4. 定義建築和辦公材料採購的需求。
- 5. 監督下包商和工務工作。
- 6. 所有自有資本工程的成本管理。
- 7. 審查建築和工程圖紙的所有作品。
- 8. 與各區部門主管協調, 管理所有自有資本工程的規章制度。
- 9. 所有施工圖紙、操作手冊等的檔和記錄管理。
- 10. 在永續發展和環境保護方面的協調工作
- 11. 與 SHE 和 DOS 的職能部門合作進行檢查。
- 12. 擔任搬遷或擴建專案的專案經理。
- 13. 參與服務網路開發的可行性研究。





### 我們希望應徵者擁有:

- 1. 專科以上畢業
- 2. 3-4 年以上營建施工經驗,對細節強烈專注,並認真細緻地執行任務。
- 3. 維護或建築管理。
- 4. 建築系統知識,包括 HVAC,安全,電氣,消防系統和安全。
- 5. 能夠執行成本估算
- 6. 專案管理
- 7. 撰寫報告的技巧和經驗
- 8. 良好的人際關係,溝通和演講技巧。
- 9. 能夠主動和在壓力下工作。
- 10. 有效的時間管理技能和期限內完成的能力。
- 11. 人員管理技能。
- 12. 一般電腦技能。
- 13. 能夠流利地用英語和普通話進行溝通。

應徵者之工作地點將安排在台北市南京東路總公司,但可能經常出差

## 進一步訊息

歡迎連繫 人資部 林小鈴 +886 2 25098200#901 sharlene.lin@scania.com

## 應徵

應徵資料應包含個人簡歷