



Position: Facilities Coordinator (m/w/d)

Reports to: Dalia Amr

Location: Berlin

Are you a Facility Coordinator (m/w/d) who can work on creating a phenomenal work environment? Confident in project management and collaborating closely with external parties? Then this role has the ideal ingredients!

Our story

With over 98 million active users across 22 countries, here at Just Eat Takeaway.com we're a global food tech company, connecting our customers from Amsterdam to Auckland with the food they love.

Just Eat Takeaway.com is better known in Germany as Lieferando. Our Berlin-based facility management team is looking for a Facility Coordinator (m/w/d) who will ensure that all of our employees feel comfortable coming into the office.

All about the role

As a Facilities Coordinator (m/f/d) you are the central contact person in our office for inquiries from employees, external visitors and service providers. You work closely with the entire facility management team and have the opportunity to participate in projects. In addition, the following activities are part of your area of responsibility:

- Assist Facility Management Team with tactical planning for the team's goals and objectives
- Implementation of Global FM objectives and guidelines
- Act as interface for business and external service providers through various channels
- Actively support an environment of teamwork, cooperation, performance excellence, and personal success
- Provide information and direction to vendors, facilities staff and other service providers as required to ensure excellent coordination and execution of work, with minimal disruption



- Coordinate and audit various FM services
- Conduct scheduled walkthroughs to ensure facilities meet requirements
- Assist with budgetary requests, analysis and reporting
- Coordinate vendor purchase orders, invoices, and processing
- Support and complete key tasks and projects
- Support process description and optimization
- Organise occupational safety in the company
- Travel and Fleet management support
- Support with the onboarding & offboarding of our employees
- Processing incoming emails, incoming and outgoing post, as well as packages and deliveries of all kinds
- Cover Front desk, when necessary

Can you deliver...

Ready to become our new Facilities Coordinator? Show off your talent:

- You have a relevant education/training (e.g. hotel, catering, office management) or already have initial experience in Facility Management
- You are able to independently bring structure into your everyday work
- You don't let turbulent situations stress you out, but see them as a welcome challenge and remain flexible
- You are communicative, service-oriented and can always communicate appropriately and professionally at all levels
- You are committed to your work and have a hands-on mentality
- You speak fluent German and English
- Category B driver's licence is a plus

Here is our offer

Like a delicious meal delivered on time, your skills and our offer belong together:

- A permanent employment contract
- A monthly travel allowance and Lieferando Pay credit of 90€ per month to have delicious food delivered to your workplace
- A model for company pension schemes with an employer contribution of 20%
- The opportunity to be part of a diverse and inclusive team

- Further training opportunities with LinkedIn Learning and online English courses
- A brand new and energy-efficient office in the heart of Berlin, near Schlesisches Tor and directly on the Spree
- Regular team events such as a ski trip, Christmas party, etc.

Diversity, Inclusion & Belonging.

No matter who you are, what you look like, who you love, or where you are from, you can find your place at Just Eat Takeaway.com. We're committed to creating an inclusive culture, encouraging diversity of people and thinking, in which all employees feel they truly belong and can bring their most colourful selves to work every day.

More about us

Want to know more about our company vision, culture or career growth opportunities? Have a look on our careers site.