

Position: Facilities Support (m/w/d)
Reports to: Dalia Amr
Location: Berlin

Are you interested in the Facilities Support (m/w/d) role that is focused on creating a phenomenal work environment? Are you looking to start a new career in facilities management, where every two days are never the same? Then this role has the ideal ingredients for you!

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 Support (m/w/d) who will support the Facilities Management team in ensuring that all of our employees feel comfortable coming into the office.

All about the role

The successful candidate would assist the (Senior) Facilities Manager in improving the current contracts in place, communicating with our stakeholders/colleagues, coming up with ideas to support sustainability and CSR, and looking at ways to improve services at our Berlin Office. Our new Facilities Support (m/w/d) will need to work closely with the Senior Facilities Manager, the greater facilities team and other stakeholders within the business. In addition, the following activities are part of your area of responsibility:

- Front desk operations (mail, parcels, registrations,...etc)
- Help develop and implement procedures, systems and improvements and develop and maintain the local procedures.
- Manage the purchasing for all office supplies, stationery and furniture
- Coordinate all maintenance and repairs, with support from the Facilities Manager
- Prepares routine and ad-hoc reports autonomously and can prepare special reports and analyses upon instruction

- Regularly contacts customers, suppliers or organisation employees outside the immediate work area to exchange information or solve queries and problems
- Act as contact person in case of emergency and works as a prevention worker and informs colleagues about a healthy workplace/work environment
- Coordinate, monitor and control day-to-day correspondence, mails and post

Can you deliver...

Here's what we're looking for from our Facilities Support (m/w/d):

- 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

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.