



STAVROS  
NIARCHOS  
FOUNDATION  
CULTURAL  
CENTER

ΚΕΝΤΡΟ  
ΠΟΛΙΤΙΣΜΟΥ  
ΙΔΡΥΜΑ  
ΣΤΑΥΡΟΣ  
ΝΙΑΡΧΟΣ

## Technical Associate, Civil

Designed by the architectural firm Renzo Piano Building Workshop, the Stavros Niarchos Foundation Cultural Center (SNFCC) is a sustainable, world-class cultural, educational and recreational urban complex that includes the new building facilities of the National Library of Greece and the Greek National Opera, alongside with the Stavros Niarchos Park. It was constructed through a grant from the Stavros Niarchos Foundation and was transferred to the Greek State in February 2017.

SNFCC Single Member S.A. is a public benefit organization, responsible for the maintenance, operation, and management of the Stavros Niarchos Foundation Cultural Center and the Stavros Niarchos Park, while at the same time, developing its own cultural, educational and sports programming, open to all and free of charge, thanks to an exclusive grant from the Stavros Niarchos Foundation.

SNFCC Single Member S.A. is an employer that provides equal opportunities, through prohibiting discrimination against employees or candidate employees regarding their race, skin color, religion, nationality, ethnic origin, gender, age, disability, marital status, sexual orientation or any other category protected by the law. SNFCC Single Member S.A. ensures that all candidates will be treated equally with accordance to their qualifications and the conditions laid down by the law.

The **Facilities Department** is responsible for the proper operation, preventive and repair maintenance of all technical facilities infrastructure and the surrounding area of the SNFCC. At the same time, it supports all other departments and functions of the Organization.

SNFCC is seeking a candidate to fill the position of a **Technical Associate, Civil**, reporting to the Facilities Manager. **The ideal candidate** will contribute, within the framework of his/hers responsibilities, to the monitoring of the relevant Facilities Management contract, ensuring the provision of agreed services, while supporting the Facilities Department in considering new equipment proposals.

## **Key Duties and Responsibilities**

- Coordinate, plan, and check the maintenance work in relation, primarily, to the building elements of the facilities
- Cooperate with the competent partners of the provider responsible for the Total Facility Management and all external contractors related to SNFCC's facilities for the resolution of issues and failures, and the handling of emergencies and contingencies
- Monitor and control scheduled maintenance and resolve problems related to the SNFCC's architectural equipment
- Collaborate with the Facilities Team in the overall support of technical maintenance
- Draft the required specifications for SNFCC's technical structures and conduct market research for equipment
- Collaborate with the head of the department on any issues and incidents they find and propose required interventions
- Submit proposals for technical and technological solutions and improvement suggestions, in strict compliance with the Health and Safety Regulations and the specifications, forwarding their proposals to the head of the department for further processing and implementation
- Prepare design and presentation draft plans for the installation of new equipment (AutoCAD)
- Implement designs in AutoCAD and other tools (e.g., venue rearrangement for specific events, COVID-19)
- Supervise scheduled work and coordinate crews
- Cover Evening Shifts, Weekends, Holidays, and act as SNFCC security personnel during performances or events according to the department's schedule
- Prepare reports, presentations, and statistics
- Participate in working groups and committees

## **Requirements**

- Polytechnic University degree in Civil Engineering
- Proven experience as an engineer, with a minimum of 12 months in a related field (preferably)
- Excellent command of the Greek language, both spoken and written
- Good command of the English language, both spoken and written
- Very good knowledge of MS Office and design programs like AutoCAD

## **Soft and Hard Skills**

- Certification and/or experience in the following fields

- Facility management and familiarity with relevant concepts, practices, and procedures
  - Contract management
  - Project control and management
  - 3D design is an asset
- Knowledge of additional foreign languages
- Organizational skills
- Focus on detail and meeting deadlines
- Ability to prioritize under pressure
- Ability to respond to contingencies and demonstrate initiative
- Working in a team environment
- Flexibility in working hours

**Application Procedure:**

- The submission deadline is September 8, 2023, 16:59 EEST.
- Candidates must submit their resume and a brief letter of interest [HERE](#).
- All applications will initially be assessed by an independent human resources consulting firm. Interviews with shortlisted candidates will follow. All candidates will be notified in writing of the recruitment process completion.
- All SNFCC facilities and offices are fully accessible to People with Disabilities.