

Call reference number	(2025-21)
Call name	Position for Facilities Coordinator
Application Deadline	2025/06/22

Introduction and main description

BCMaterials is seeking for a motivated and experienced Facilities Coordinator to oversee and maintain various laboratory and office installations. The ideal candidate will be responsible for managing maintenance tasks, ensuring the proper functioning of existing infrastructure services, and finding solutions for frequent renovations, adaptations, and expansions required in the laboratories.

The position is within the framework of an international and multidisciplinary environment. BCMaterials is an autonomous research centre, included in the BERC's (Basque Excellence Research Centers) network and its mission is to generate knowledge on the new generation of materials, turning this knowledge into (multi)functional solutions and devices for the benefit of society.

We offer a one-year contract to start immediately. This can be converted into an indefinite contract.

Skills and Requirements

SKILLS

- Ability to understand and integrate related services and technologies into the way of efficiently work in a research environment around planning, innovation, operation, measuring results, interacting with scientists, and engaging lab technicians.
- Ability to develop safe working conditions and/or practices by utilizing Health & Safety concepts, programs, processes, and procedures.
- Ability to identify, analyze and implement improvements required by the Scientific Direction for the facilities, so defined goals can be achieved.
- Ability to align maintenance of laboratories and offices, instruments and research equipment, and facility services with safety and research demands.
- Ability to apply change management methodologies to implement successful business priorities (on time, on budget, and business objectives).
- Ability to use an appropriate Continuous Improvement method (e.g., Go Do It, A3 problem solving, 8D, Kaizen, lean 6 Sigma etc.) to improve processes by identifying & then reducing waste, variation & defects, meeting the needs of the institute.
- Understand and anticipate internal services needs, applications, and values. Create a sense of win-win partnership.

REQUIREMENTS

- Studies: Senior Technician in Maintenance of Thermal and Fluid Installations, Senior Technician in Electrotechnical and Automated Systems, or Bachelor or master's degree in Engineering (Industrial, Mechanical, Electrical...)
 - Minimum experience: 3 years in a similar position, preferably in a research institute.
 - English level: a high level of English is required, equivalent to C1 or higher according to the Common European Framework of Reference for Languages (CEFR).
 - Knowledge of Spanish: It is essential that the candidate has an advanced command of Spanish, capable of communicating fluently and naturally, similar to a native speaker.
- Accreditation may be required if deemed necessary.

Skills and Requirements

ADDITIONAL VALUED SKILLS

- While not mandatory, accredited knowledge of maintenance/installation/regulations of the following matters will be positively considered:
 - Medium/high voltage electrical infrastructures and power measurement
 - Air conditioning and ventilation/air extraction systems
 - Pressurized gas installations (compressed air, argon, nitrogen, hydrogen, carbon dioxide...)
 - Closed-circuit cooling systems.
 - Security and access control systems.
 - Fire detection and extinguishing systems.
 - Ducts and cable laying.
 - Ticket management software (REMEDY, PROACTIVA, JIRA SERV. MNGT. or similar)

Work Program / Duties / Responsibilities

- Carry out the necessary activities to ensure that the facilities, including laboratories and offices, are kept in perfect condition, ensuring that defined services meet the established quality standards and deadlines. The proposed actions will seek to optimize performance and reduce costs, while ensuring compliance with current regulations.
- Define maintenance plans and oversee the execution and recording of regulatory and routine inspections and maintenance by both external and internal agents. Carry out any necessary repairs, either through internal resources or by contracting external services. All of this activity related to company's facilities and fixed assets.
- Prepare technical bases for public tenders. Direct technical projects, studies, plans, and programs, preparing reports and expenditure proposals on works, purchases, new facilities, equipment, and the contracting of 3rd. party services. Monitor the results.
- Propose, evaluate, advise, and direct projects to update and improve the facilities of BCMaterials, including the renovation of premises and their furniture, as well as contingency plans for possible breakdowns, system failures, etc.
- Warehouses management.
- Access permissions management.
- Interlocution with external agents, services and regulators, such as building owners, maintenance companies, providers, etc.
- Collaborate and support regular and extraordinary activities, providing technical resources to ensure they run according to schedule. Collaborate with other administrative areas in the acquisition or contracting of the necessary equipment/services.
- Coordinate work with the rest of the administrative areas.
- Manage documentation. Organize, create and modify blueprints to keep documentation up to date.

Application Procedure

Apply by submitting a motivation letter and a CV (in English) using the "Contact" button at the corresponding offer, at the "Join Us" area on BCMaterials' portal (<https://www.bcmaterials.net/join-us>).
Your name and email address will be required for further contact too.

Other Relevant Information

We provide a highly stimulating environment with state-of-the-art infrastructures, and unique professional career development opportunities. We offer and promote a diverse and inclusive environment and welcomes applicants regardless of age, disability, gender, nationality, ethnicity, religion, sexual orientation or gender identity.