# Cardo Hotels – Junior Maintenance Manager

## About Cardo Brussels Hotel

Located within the heart of Europe and one of the Brussel's most vibrant areas, Cardo Brussels Hotel is the new and trendy landmark in the neighborhood and the most distinctive luxury lifestyle hotel in the city, catering to both selective leisure guests and business travelers. The hotel will offer contemporary wellness and dining experiences, 532 stylish rooms & suites, as well as 1500m2 of MICE facilities and amenities.

Cardo is a brand built on a culture of emotional intelligence and sublime hospitality, designing experiential places for individual wellbeing and corporate culture optimization. Our purpose is to make city breaks and workcations less apologetic, more purposeful and tuned to the self.

## Overall job purpose

As Junior Maintenance Manager, you support the Maintenance Manager in the operational leadership of the technical team and assist with the coordination of preventive maintenance and repairs. You act as the Maintenance Manager's right hand, standing in during their absence and ensuring the smooth day-to-day running of the technical department.

**Key responsibilities**

· Operationally lead the technical team and replace the Maintenance Manager in their absence

· Organise the daily distribution of work and tasks among technicians (electrician, carpenter, painter, gardener, etc.) and ensure an efficient allocation of work (e.g. propose schedules, ensure on-call coverage, etc.)

· Coordinate, in agreement with the Maintenance Manager, team work related to preventive maintenance or repairs of buildings and installations: electricity, plumbing, water and heating distribution systems, kitchen and dining equipment, air conditioning, building structure, etc.

· Develop maintenance schedules in agreement with the Maintenance Manager

· Monitor the activities of technicians as well as work carried out by external contractors

· Onboard new team members and advise the Maintenance Manager on the evaluation of technical staff

· Work as a general maintenance technician during busy periods

· Investigate the causes of technical failures, develop a repair plan, and call on external technicians if necessary

· Ensure a fast and effective response in case of malfunctions

· Make suggestions to help control the maintenance budget; advise on the purchase of spare parts, tools and equipment

· Manage stock under the supervision of the Maintenance Manager; liaise with suppliers to resolve existing

issues or request price quotes

· Develop technical data sheets and write manuals in agreement with the Maintenance Manager

· Keep plans, technical drawings and documentation up to date, as instructed by the Maintenance Manager

· Take part in meetings of the Prevention and Protection Committee or technical team meetings

# Just some requirements

· Technical background in electricity, HVAC, plumbing, carpentry or a related building trade, with hands-on maintenance experience

· Some prior experience coordinating or supervising a small team is an asset

· Strong knowledge of at least one technical discipline (electrical, plumbing, HVAC, carpentry) and working knowledge of others

· Fluent in English and French; Dutch is an asset

· Hands-on, solution-oriented mindset with good organisational skills

· Knowledge of the hospitality industry is a plus

**Working conditions**

· Permanent contract (CDI) — full time

· CP 302 reference function 710 — Category VIII

· Full reimbursement of STIB/SNCB public transport pass

· Meal vouchers of €10/day worked, eco-vouchers

· Hospitalisation insurance

· Access to internal training and Marriott opportunities

http://cardohotels.com/