

Job description Logistic Agent - Gestionnaire des biens inventoriés (GBI/SPOC)

Generic domain BUILDINGS and SUPPLIES (incl logistics)

Contract agent GF III, DIGIT A, Brussels

We are

DIGIT is the Directorate-General for Informatics whose aim is to deliver digital services to enable EU policies and to support the Commission's internal administration.

Directorate A "Strategy & Resources" in DG DIGIT primarily plans, manages and reports on the use of the human and budgetary resources of DG DIGIT and ensures sound communication, customer relations and IT governance. General activities related to human resources also include the management of office space. The person responsible of these tasks is the Single Point of Contact (SPOC) for the office space policy in Brussels

We propose

The job on offer is challenging in terms of variety of tasks and require a very good sense of service and diplomacy. DIGIT Brussels recently moved to a full open-space and flexible desk system in the ONE building, which makes the allocation, monitoring and management of office space a dynamic and ever-changing activity, requiring initiative and lateral thinking. Moreover, the high number of external providers and the new office space policy are challenging factors for the job and require constant follow up and proactive coordination with internal and external stakeholders in the European Commission.

Functions and duties

You will be responsible for:

As part of the centralization of logistics functions at the Commission:

- Participate in the management of the allocation of office and parking spaces;
- Carry out and update site plans;
- Participate in the organization, planning and monitoring of moves;
- Make requests for transfer / allocation of telephone lines;
- Participate in the centralization of technical intervention requests
- Centralization of address book update requests (Telephony / UCC)
- Participate in the coordination and ensure the interface between the entities in charge of human resources (AMC / BC), IT support and OIB for the implementation of specific structural type moves (eg: after restructuring) and / or routine;
- Examine with hierarchical superiors or with the officials concerned the layout of offices and other spaces as well as the installation of IT equipment and others;
- Optimize the distribution of people by sector or project in open space and reporting incidents in the event of disagreement between sectors / units;

- Check the building occupancy ratio and alert management in the event of overcapacity;
- Work in conjunction with IRM to ensure new arrivals receive their IT equipment and that they return it when they leave (outside the Commission or to another DG);
- Report any unauthorized movement of equipment (furniture & IT) (OIB / IRM);

Job Requirements

Job-Related experience is considered an advantage
Knowledge of the department, building and staff.

The job requires the following competencies and skills:

- Good communication, with customer focus
- Strong negotiation skills
- Complex problem analysis and solving capacities
- Ability to communicate both orally and in writing in both English and French

Recruitment policy

Only candidates who have successfully passed an FGIII CAST exam will be invited to an interview panel.

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