

Joining Mirabaud, means entering an entrepreneurial and innovative environment. With the 7th generation of the Mirabaud family working within the bank, the culture is that of a family business. With over 750 employees based in 10 countries worldwide, Mirabaud offers opportunities to develop one's career across an international network of 16 offices.

## Adjoint Responsable Logistique

### A day in your future job:

Support to the Head of Logistics & Head of logistic main duties:

- Managerial supervision of all Logistics teams on a Group level (Facility Management, Usher – Receptionist, Security);
- Monitoring and updating of the various documents intended for the Bank's governing bodies and participating in various committees;
- Monitoring of the relationship with our insurance broker and supervision of the insurance portfolio for the entire Group;
- Monitoring of the relationship with our travel agency, follow-up in case of a security threat incident;
- Monitoring and updating budgets for the Logistics Department at a Group level;
- Follow-up of the supplier relationship and validation of all invoices related to Logistics;
- Follow-up of projects related to Real Estate (internal relocations, opening of new subsidiaries, building site monitoring);
- In charge of the building's long-term energy strategy;
- Responsible for the Bank's overall physical security and security systems, tracking incidents, and monitoring hazardous forms of behavior;
- Ensure first level readiness for security matters (evacuation, fire, first aid);
- Maintaining contacts with local authorities and local security stakeholders (professional associations, head of logistics/security of other companies), monitoring technological developments and ensuring their application;
- Participate to an on call rotation (Technical, Fire and First-Aid);
- Manage the security systems of our offices (Badges, CCTV, alarm systems);
- Follow-up of employee development and resolution of possible conflicts.

### Your assets to succeed:

- 5-10 years' experience in a similar role in Switzerland,
- Driving license required;
- Proven experience in security
- Autonomous, result oriented and organized;
- Time flexibility and living within 20 minutes of our Geneva office;
- Technical skills capable of finding innovative solutions, able to negotiate, persuade, influence, and gain trust of others and can relate well to people at all levels with authenticity;
- Ability to maintain a positive, friendly, and diplomatic attitude even under high pressure.

### Jump on the boat!

- Family-friendly and dynamic environment;
- Direct impact on the business, no matter your position or seniority;
- Work in an environment that encourages autonomy and entrepreneurship;
- Flexible working arrangements to help you achieve a better work-life balance;
- Variety of cultural and sporting activities during your free time;
- Inclusion and equal treatment;
- Various employee benefits & family friendly benefits.



# MIRABAUD

To apply : <https://smrtr.io/kRLMv>

Notes:

- *Only candidates selected for an interview will be contacted. Many thanks for your understanding.*
- *We will not accept any CVs from agencies.*

