

Facility & Office Coordinator (m/f/d)

Overview

We are looking for a reliable, warm, and organized individual who will actively help shape our daily office life and serve as a central point of support for our teams, guests, and locations.

The role combines traditional custodial duties with chauffeur services, visitor support, and organizational tasks in office management. We are looking for someone who thinks proactively, rolls up their sleeves, and ensures that our work environment remains professional, pleasant, and well-organized.

Since we regularly welcome international guests and visitors, we'd love to have someone who can communicate in both German and English.

You will be the point of contact for many small and large issues in our day-to-day operations, making you an important part of our team and our company culture.

Your Responsibilities

Facility & Janitorial Services

- Maintenance and upkeep of our office locations—especially our headquarters
- Performing standard janitorial duties
- Minor repairs as well as day-to-day maintenance and organizational tasks
- Ensuring order, cleanliness, and functionality in the day-to-day office environment
- Support with construction and renovation projects as well as minor technical issues
- Point of contact for external service providers, tradespeople, and suppliers

Transportation services & operational support

- Transportation services for visitors, guests, or employees as needed
- Support with projects, internal processes, and organizational tasks
- Support with transportation, errands, or last-minute operational matters
- Flexible deployment wherever support is needed

Visitor Services & Office Support

- Reception and assistance for guests and visitors
- Support for meetings, events, and internal appointments
- Organizing refreshments, kitchen areas, and general office matters
- Ensuring a pleasant, professional, and welcoming office environment
- Supporting office management in day-to-day operations

What makes this role special

This position is much more than a traditional janitorial role.

You'll be a central point of contact within the company, ensuring smooth operations and actively helping employees, customers, and visitors feel at home here. The role thrives on initiative, reliability, and a good sense of people.

We are looking for someone who:

- takes responsibility,
- finds pragmatic solutions,
- enjoys organizing,
- is friendly and service-oriented,
- and enjoys being an important part of the daily office routine.

In short:

You are the heart of the office.

Ideally, you bring the following

- Manual dexterity and a basic understanding of technology
- An independent and reliable work ethic
- A friendly, professional, and helpful demeanor
- Organizational skills and flexibility
- Class B driver's license
- Enjoy working with people
- Hands-on attitude and willingness to take on a variety of tasks

Experience in facility management, building maintenance, office management, or customer service is a plus—but the right personality is more important to us.

What we offer

- A diverse and varied role
- A modern and dynamic work environment
- A close-knit team with short decision-making processes
- The opportunity to work independently with a high degree of trust
- A workplace where you can really make a difference
- A role that is highly valued within the company



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