

## We are Kaizen Gaming

Kaizen Gaming is the leading GameTech company in Greece and one of the fastest-growing in the world, operating in 13 markets with 2 brands, Betano & Stoiximan.

We always aim to leverage cutting-edge technology, providing the best experience to our millions of customers who trust us for their entertainment.

We are a diverse team of more than 2.200 Kaizeners, from 40+ nationalities spreading across 3 continents. Our #oneteam is proud to be among the Best Workplaces in Europe and certified Great Place to Work across our offices. Here, there'll be no average day for you. Ready to press play on potential?

### Let's start with the role:

The Facilities Coordinator role provides back-office support for all building-related activities across existing and new offices. You will be responsible for maintaining all facilities-related files, managing daily invoices, creating purchase orders (POs), and overseeing facilities tools (office space, Jira tickets). Strong organizational skills and clear communication are essential..

#### As a Facilities Coordinator you will:

- Verify received invoices for supplies, office rentals, building services, etc., and collaborate with the Finance department to create purchase orders for efficient procurement;
- Follow established facilities workflow procedures to ensure maximum efficiency
- Maintain files and records using effective filing systems;
- Handle internal customers through the Jira ticketing tool..
- Implement and manage office space deployment processes, potentially using a desk booking tool.
- Oversee, monitor and communicate regarding the company's parking needs (internal & external stakeholders).
- Maintain logs and draft relevant reports.

#### What you'll bring:

- Bachelor's degree in engineering, business administration or a relevant field,
- Proven experience as coordinator, preferable within a Facilities department
- Good knowledge of MS Office, knowledge of Excel;
- Excellent communication and interpersonal skills
- Organized, with the ability to prioritize and multitask effectively.

#### Kaizen Gaming Perks:



A buddy will support you with your onboarding;



Competitive salary package and bonus scheme;



Unlimited access to Udemy & continuous training for all your learning and development needs;



Health and life insurance for you and your family;



Monthly allowance for lunch & commuting expenses;



Clear career paths and a developmental 360° feedback framework;