

Job Description: Project Manager

Function:	
Position:	Project Manager
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	
Additional reporting line to:	
Position location:	Central Bank + Hybrid

1. Purpose of the Job – State concisely the aim of the job.

Sodexo is seeking a dynamic and detail-oriented **Project Manager** to lead and deliver a diverse portfolio of projects within the Central Bank contract. This forms part of the SMT on the contract and is pivotal in ensuring the successful execution of Hard FM (HFM) and Soft FM (SFM) projects, compliance with contractual obligations, and support for internal and ISO-related initiatives. The role will work closely with stakeholders across Sodexo and the Central Bank - Including: The Hard FM Manager, Soft FM Manager, and Workplace Director, who share responsibility for day-to-day operational management to ensure projects are delivered on time, within scope, and to the highest standards.

2. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Manage and deliver all HFM and SFM projects across the Central Bank contract.
- Maintain and update the FF&E register in line with contractual obligations.
- Develop and manage project scopes, schedules, budgets, and resources.
- Support ISO compliance and audit readiness through project documentation and process alignment.
- Lead internal projects focused on innovation, sustainability, and operational improvement.
- Collaborate with the Hard FM Manager, Soft FM Manager, and Workplace Director on day-to-day operational integration.

3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Operating within a high-security, regulated environment with strict compliance requirements.
- Balancing multiple concurrent projects across FM disciplines.
- Ensuring alignment with ISO standards and contractual KPIs.
- Managing stakeholder expectations across Sodexo and the Central Bank.
- Navigating complex governance and reporting structures.

4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Successful delivery of all FM-related projects within scope, time, and budget.
- Accurate and up-to-date FF&E register and contractual documentation.
- ISO compliance support and audit readiness.
- Effective collaboration with operational leads to ensure seamless service integration.
- Delivery of internal improvement initiatives aligned with Sodexo and the Central Bank's strategic goals.

5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- Number of concurrent projects managed is dependent on the client requirements and contractual obligations
- Value of project budgets (2024 = €700K+)
- FF&E asset volume and lifecycle tracking (750,000 square feet of office space), multiple breakout spaces, meeting rooms, coffee docks
- ISO audit scores and compliance metrics – recertifications and assisting in new accreditations

6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

- Degree or extensive experience in Project Management, Engineering, Facilities Management, or related field.
- Project management certification desirable
- Experience in FM project delivery within regulated environments.
- Strong stakeholder engagement and communication skills.
- Proficiency in project management tools (e.g., MS Project, Primavera).
- Knowledge of ISO standards and compliance processes.

7. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.

Reports to: Workplace Director Collaborates with: Hard FM Manager, Soft FM Manager Direct Reports: [If applicable]

Levels

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Received:

Date:

Date:

Job holder

Immediate Manager