

# Make things possible.

Goldman  
Sachs

## Corporate and Workplace Solutions - Facilities, Critical Systems and Property Management Manager, Analyst Shanghai / Beijing

### ABOUT GOLDMAN SACHS

We are a leading global financial services firm providing investment banking, securities and investment management services to a substantial and diversified client base that includes corporations, financial institutions, governments and individuals. We commit people, capital and ideas to help our clients, shareholders and the communities we serve to grow.

### ABOUT OUR ROLES IN CORPORATE AND WORKPLACE SOLUTION

The Corporate and Workplace Solutions Division (CWS) is comprised of Corporate and Workplace Solutions and the Office of Global Security. Our team focuses on commercial management, client support, advisory solutions, strategic planning, risk management, people security, real estate strategy and the enablement of collaboration and productivity tools across the firm.

### JOB RESPONSIBILITIES

- **Critical Systems Management**
  - Ensure the critical MEP infrastructure supporting business operations is operated and maintained to the highest standards of reliability and efficiency and in accordance with the firm's global engineering policies and procedures for office, trading floors, and data centers
  - Act as the Facility Management team stakeholder for critical system design and operational requirements for all new construction and expansion activity within critical environments.
  - Provide crisis management support to identify potential/immediate impacts, restore operational capabilities and institute required safeguards.
- **Property Management**
  - Responsible for all aspects of property management including budgeting, sustainment, maintenance, cleaning, client satisfaction and quality on the Asia Pacific region offices to ensure these are conducted in accordance with the lease and local statutory requirements.
  - Be available 24/7/365 in the event of a BCP incident or crisis involving any of the China GS facilities. Take a leadership role in the management, operation and escalation to senior management of facilities related incidents and crises.

### BASIC QUALIFICATIONS

- Undergraduate or master's degree with relevant coursework in electrical / mechanical engineering, building / property / facility management, or other relevant under / post graduate studies
- Relevant work experience gained through internship / part-time experience is an advantage
- Excellent verbal and written communication skills in English and Mandarin
- Fluency in an Asian language an advantage
- Meticulous attention to detail and strong organizational skills
- Ability to work in a dynamic global environment with a focus on teamwork
- A proactive approach and a high level of enthusiasm
- Ability to meet strict and aggressive deadlines
- Proficient with the suite of Microsoft Office

### HOW TO APPLY

- Please submit an application online at our [careers site](#) by **October 11, 2020**.
- Select program 'New Analyst'
- Select location 'Beijing/ Shanghai'
- Select division 'Corporate and Workplace Solutions'

[goldmansachs.com/careers](https://goldmansachs.com/careers)

