

Pfizer UK Undergraduate Programme 2019/2020

Real Estate & Facilities Management Operations Undergraduate

F&BO / Global Operations (GO)

Department Overview

Global Operations (GO) is a key function within Pfizer supporting the global real estate portfolio, including the management of hard and soft services; specifically GO supports Pfizer colleagues across the EMEA region to ensure safe and compliant facilities to meet business demands.

Our mission is to ensure a best-in-class workplaces that matters to our colleague, to the business and to the enterprise.

- We leverage a highly engaged global organisation that capitalises on external market knowledge.
- We deliver workplaces that encourage innovation and drive productivity.
- We create work experiences that enable our customers to do their best work.
- We establish dynamic relationships with the business to understand and anticipate needs and align priorities.

What can I achieve and what will I be responsible for whilst completing a placement at Pfizer?

Pfizer is seeking an enthusiastic individual who is looking to gain and broaden their knowledge and experience within a corporate Real Estate (RE) and Facilities Management (FM) environment.

In return the successful candidate will be exposed to the business to support the delivery of RE and FM across the EMEA region, this will include, but not limited to the following;

- Assisting the respective GO Regional lead, RE & FM Lead, Risk Lead, etc
- Supporting and gaining knowledge of Operational and Capital budgets across EMEA.
- Support all regional related activities such as; Corporate Real Estate Database, Capital Projects including Workplace Strategies, Security, Business Continuity, etc.
- Gain an understanding of the Corporate Business Units and Enabling Function organisations to determine the strategic direction helping to translate this into a value proposition
- Gain an understanding of how to assess space demands for all workgroups and to proactively anticipate changes.
- Help look to balance concerns of business unit versus those of the overall organisation.
- Develop and present business cases and value propositions in a coherent manner, whilst being supported by key professional individuals.
- Support and learn about AWS (Alternative Workplace Strategies) through close interaction and collaboration with the in house Project Management and Workplace specialist
- Help to provide co-ordination of all GO services within markets

- Provide rapid response to business units and customers.
- Build new relationships with customers and GO colleagues/partners.
- Identify emerging customer needs and opportunities to provide value through sharing best practices
- Develop relationships with GO regional vendors for Facilities Management, Real Estate Transactions, Security, etc.
- Support customer satisfaction with GO and vendor provided services through delivery of measurable results
- Partner with GO teams and ensure regional alignment with GO Facilities Management strategic objectives.
- Partner with Risk Management to protect and ensure business continuity within the region
- Provide local liaison between GO and other Pfizer Enabling Functions, including Worldwide Procurement, BT, Legal, HR and Finance.
- Take on special projects and assignments, as required

What other opportunities and benefits do Pfizer offer?

- Other opportunities will be potential travel to Pfizer facilities across the region to support projects
- Pfizer is a keen contributor to CoreNet so the candidate will be exposed to their organization and training
- The intention is for the candidate to rotate within GO between Operations, Projects, Risk Management and Real Estate
- Attendance at GO Regional Meetings

When can I start?

Placements will start on 3rd September 2018 and will run for 12 months.

PERSON SPECIFICATION

Type of person we are looking for, in relation to '**Skills**', '**Knowledge**' and '**Motivation**':

- On target for a 2:1 Degree Classification
- Workings towards Bachelor's degree in a relevant discipline (preferably Facilities Management, Real Estate or Engineering).
- Good Communicator, second language would be a nice to have
- A strong cultural awareness of national diversity across the region.
- Well planned and organized
- Ability to process map and identify a path forward.
- Good numerous skills
- Team player



Please note that we only accept application forms. Please do not send over your CV or cover letter as they will not be considered.