

## Our organisation

**FacOrg advises and assists facility and real estate departments in their internal organization.**

We have expertise in **implementing IT solutions** combined with **skills in facility and real estate environments**.

We offer 4 types of services to our clients:

- Project & Change Management
- Process & Information flows
- Tools & Databases
- Reportings

FacOrg provide expert guidance through its young and dynamic team. Moreover, we invest a lot in the training and certification of our employees.

FacOrg is a SME with less than 1 year existence and working for 2 clients from the BEL20.

Our ambition is to continue to expand the company in terms of employees, clients and missions.

## Your function

We are looking for a **business analyst** (project, process & change management)

You will work in close collaboration with the client and the project manager.

Your main tasks include:

- Structure and document the business needs (animate workshops with end-users; write the program of needs; write specifications sheets; ...)
- Description and optimization of working methods and business processes
- Coordination of software development (supervision of programming, redaction and coordination of user test, choice of functionalities, ...)
- Training to users (user guide, presentations and explanation of changes to clients, ...)

## Your profile

- You have a master degree or have an equivalent experience
- You are bilingual French-Dutch, knowledge of English is an asset.
- You are:
  - \* Organized with a sense of responsibilities
  - \* Autonomous
  - \* Proactive
  - \* Collaboration spirit
  - \* Excellent writing skills and good communicator.
- An experience in project and/or process management is an asset.

## We offer

- Missions with responsibilities and direct collaboration with the client
- The opportunity to participate to the launch and development of a young SME
- a training and certification plan in project management (Prince2, PMI) and process management (ISO, ARIS, ...) and in Facility Management and Real Estate (IFMA, RICS, ...)
- A competitive salary package depending on your experience

## Interested ?

Please send your Curriculum Vitae and motivation letter to Thomas Verstraeten  
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[www.facorg.com](http://www.facorg.com)