



## Facilities

**Location:** Brussels

**Are you ready to take your career to the next level?**

**Do you thrive in environments that challenge and inspire you?**

**Would you like to grow within a team that values both excellence and enjoyment at work?**

Taleo Consulting is an international management consulting group with offices in **France, Luxembourg, Belgium, The Netherlands, Switzerland, Spain, Singapore, Portugal, and Italy**.

We've grown into a team of **450+ talented professionals** across **10 offices worldwide**, partnering with leading organizations in **Financial, Life Sciences, Retail, and Energy - Sectors**, to drive transformation and deliver lasting impact.

At Taleo, you'll find more than just a job. You'll join a community of ambitious consultants who share a passion for growth, innovation, and teamwork. Together, we create an environment where you can develop your skills, take on new challenges, and truly make a difference.

### What Will You Do?

At Taleo Consulting, we believe that **our growth starts with our people**. When our consultants thrive, so do our clients.

Motivated, curious, and passionate professionals make a real impact, not only on their own careers but also on the success of the organizations they support.

We're looking for individuals who **embody our values** and help us foster strong, trust-based relationships with both our **clients** and our **teams across the globe**.

Our success is built on the **talent, collaboration, and commitment** of our people and we're now looking for a **Facilities** to join our journey.

### Mission

As a Building Designer, you support the R&D & Building teams by creating, updating, and maintaining high-quality building drawings across all disciplines (structure, architecture, and MEP systems).



You contribute to the development and continuous improvement of our Standard Interface Building Document (IBD), internal projects, and analyses, ensuring accuracy, clarity, and compliance with project requirements.

You report to the Building System Architect.

## **Key Responsibilities**

### ***Drawing Production & Updates***

- Create and revise building drawings for structure, architecture, and MEP systems using AutoCAD and Revit
- Ensure all drawings meet project standards and are delivered with high attention to detail and quality
- Maintain and update drawings related to:
  - Standard Interface Building Document (IBD)
  - Internal projects and technical analyses
  - Project-specific IBD documentation

### ***Collaboration & Communication***

- Work proactively with project managers, building coordinators, and other stakeholders to gather requirements and clarify expectations
- Communicate effectively in written and spoken English to ensure alignment and understanding

### ***Quality & Organization***

- Deliver qualitative output, structured and organized for easy reference and future updates
- Apply best practices in documentation and drawing management

### ***Availability & Location***

- Available 1 day per week for project work
- Work remotely, with a minimum of one day per month present at the office
- Position is Belgium-based

## **Assigned Projects**

### ***Creation and update of drawings for:***

- Standard Interface Building Document (IBD)
- Internal projects and technical analyses
- Project IBD documentation



## Profile & Qualifications

- Proficient in Autodesk AutoCAD and Revit
- Demonstrated experience in composing building drawings for all disciplines (structure, architecture, MEP)
- Proactive, detail-oriented, and committed to delivering high-quality work
- Well-organized and structured in approach
- Excellent written and oral English communication skills
- Able to work independently and as part of a team
- Legally able to work in Belgium
- Prior experience in similar roles is a strong asset

## How do we imagine our future Facilities?

We attract top talent and empower them with the right environment to excel and drive collective success.

## Why should you join us?

By joining Taleo, you'll become part of a **talented, international, and dynamic team**.

You'll benefit from **real career growth opportunities**, continuous learning, and the chance to build **long-lasting relationships** across borders and industries.

If you recognize yourself in this description and are ready to grow with a company that values ambition, collaboration, and excellence, let's connect.

**Share your CV and take the next step in your journey with Taleo**

