

# Facility Manager

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The Facility Management (FM) group, as a component of the Strategic Resource department, is responsible for the management all facilities in the company's global real estate portfolio.

The FM department is responsible for 25 facilities around the world covering 700,000 square feet.

The average yearly capital budget for facility related construction projects is \$12,000,000.

We currently have an opening for a facility manager to oversee operations and supervise a staff of seven to include office managers and administrators.

## Job Description

The incumbent, under the direction of Director of Facilities, will manage, develop and deploy all aspects of facility operations. This will include construction and renovation, maintenance, repair, furniture, food service, security, health and safety, etc. The position will oversee and generate facilities related service contracts and manage the domestic office administration staff. The incumbent must demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. The incumbent will train and mentor staff members and assign and measure goals and objectives that support the business unit. Incumbent will also be assigned project management responsibilities.

## Requirements

- Manage and oversee all facility related operations and administration functions and staff to include domestic office managers, reception, food service, mail, security, office supplies, housekeeping, etc
- Oversee the company's office management staff, provide detailed goals and objectives and conduct timely performance reviews
- Coordinate and supervise service consultants, providers and contractors and liaise with internal systems engineering departments to meet budgets, schedules and required service levels
- Manage the facility tactical planning efforts to include project forecasting, budgeting, operations, maintenance programs, employee churn, expansion, furniture modifications , security and space management initiatives
- Liaise with building Landlords as needed for operational efficiencies
- Implement timely processing of all rent and project invoices and track all expenditures against budget
- Develop, maintain and oversee facilities work order system
- Develop and publish monthly all department metrics on work order performance and budget control
- Become familiar with all facilities related expenditures to determine opportunities for cost savings

- Coordinate preventive/predictive maintenance programs at all facilities to eliminate unscheduled downtime and provide outsourced managed solutions
- Act as project manager on new construction and renovation projects
- Solicit proposals / bids from qualified engineering, design and construction management firms
- Integrate and procure furniture systems, physical security components, AV equipment
- Interface with the designing architect and engineers, furniture providers, CM, sub-contractors and internal customers to value engineer proposed designs by requesting / evaluating alternatives to improve efficiency and lower costs
- Initiate Telecommunications integration with System Engineering dept
- Coordinate and manage all aspects of office moves and relocations
- Implement facilities business continuity and disaster recovery plans
- Coordinate and control all housekeeping / janitorial functions
- Other responsibilities
  - o Corporate security, access control administration
  - o Emergency preparedness
  - o Vendor/supplier Certificate of Insurance Compliance
  - o Energy management for efficiency and cost effectiveness
  - o Employee Lunch program coordination and operation

#### Education

- Bachelor's degree in facility management or related engineering discipline
- Working knowledge of ACAD programs, Microsoft Office and scheduling software
- Proficiency in Microsoft Excel

#### Experience

- Having worked in the role of facilities manager for minimum of 5 years - international experience a plus
- Successful implementation and management of large scale construction / renovation projects
- Proven project management experience
- Proven experience with budget control

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