

FACILITIES MANAGER

We have an immediate requirement for a Facilities Manager to join our ever-growing Property Management team, so if you are enthusiastic about all types of Commercial property, we would like to hear from you.

The Property Management Team is mainly based in our Regional office and enjoys flexible working arrangements.

Role & Responsibilities

Under the direction of the Property Manager, you will take responsibility for a defined portfolio of properties and will build working relationships with clients to ensure they are happy with services working with them to advise on any changes needed. In this role you will be required to develop detailed knowledge of all properties within the portfolio and demonstrate a clear understanding of client's requirements, seeking to deliver a service to them which demonstrates the highest of service and care.

Key responsibilities of this role include:

- The Facilities Manager will ensure all statutory obligations about FM services are met in full and provide accurate management information and performance analysis of the services.
- Act as a single point of contact for all FM issues across varying locations (multi-sites)
- Monitoring and driving savings in the supply chain, driving value and cost reduction
- Assist with the preparation of the service charge budgets
- Undertake Property Inspections
- Identify opportunities to improve the efficiency of service delivery and make recommendations to the client and the Property Manager.
- Prepare quarterly strategic reports for the client, demonstrating performance against savings target
- Identify opportunities to deliver new services and increase revenue within the client account
- Prepare documents to put out tenders for contractors.
- Supervising and coordinating the work of contractors.
- Directing, coordinating, and planning essential central services such as reception, security, maintenance, cleaning, waste disposal and recycling.
- Ensure the buildings meet health and safety requirements and that facilities comply with legislation; ensure the practice follows up on Risk issues.
- Checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies.
- Responding appropriately to emergencies or urgent issues as they arise and dealing with the consequences.

Candidate requirements:

- To have experience working within property management as a facilities manager
- Understanding of leases, licences and other legal documents would be useful but not essential
- IOSH/ NEBOSH qualification
- To have excellent attention to detail.
- Have excellent customer service skills and strong communication skills, both written and verbal.
- A team player with interpersonal skills who interacts with both colleagues and clients.
- Proactive and positive attitude, with a desire to learn, with efficient in time management.
- Full clean driving licence plus use of a car is essential

What we offer:

- Work-life balance is important to us, which is why we offer Hybrid working for all staff.
- Competitive salary.
- Excellent prospects for future promotion and career advancement.
- Nationally recognised and highly regarded brand.

For more information or to apply please send your CV and a covering letter to kerry.starling@brasierfreeth.com