

Date:22-Feb-2023

Job Description for Facilities Manager

We are looking for an experienced Facilities Manager to oversee all activities related to maintenance of campus. The ideal candidate will be well-organized and able to optimize the use of space and equipment while reducing operating costs. The goal is to ensure our business's accommodation is problem-free and safe so that employees can work under the best conditions.

- Manage the upkeep of equipment and supplies to meet health and safety standards. Inspect buildings' structures to determine the need for repairs or renovations.
- Review utilities consumption and strive to minimize costs.
- Supervise all staff facilities staff (custodians, technicians, groundskeepers etc.), external contractors and Vendors.
- Control activities like parking space allocation, waste disposal, building security etc.
- Plan and coordinate all installations and maintenance of as CCTV, RO water plant, STP- Sewage Treatment Plant etc.
- Overseeing, security staff and prepare their rosters.
- Supervising the design and upkeep of the facilities grounds, landscaping, roads, lights.
- Planning for and overseeing major renovations and new construction.
- Control the delivery of food medicine etc. from other agencies inside the campus.
- Prepare halls and auditoriums for various events.
- Maintain staff quarters facilities, rent, maintenance and electricity bills.

Requirement:

1. Any degree (Master's preferable)
2. Minimum 7 years of experience in facility management (Preferably educational institution)
3. Excellent communication skills.
4. Good team management skills.
5. Good leadership quality.