Job Title: Facilities Manager

Company: [Insert Company Name]

Location: [Insert Location]

Salary: [Insert Salary Range]

Job Type: Full-time, Permanent

We are seeking an experienced Facilities Manager to join our team. The successful candidate will be responsible for overseeing the management of our facilities and ensuring that they are well-maintained and fully operational.

Responsibilities:

* Develop and implement effective facilities management strategies to ensure that our facilities are well-maintained and fully operational.
* Manage the day-to-day operations of our facilities, including building maintenance, security, health and safety, and environmental management.
* Develop and manage the facilities budget, ensuring that all expenses are within budget and that cost-saving measures are implemented wherever possible.
* Ensure that all facilities comply with relevant legislation and regulations, including health and safety regulations.
* Develop and maintain strong relationships with external contractors and service providers to ensure that all facilities are maintained to a high standard.
* Manage and supervise the facilities team, including contractors, cleaners, and maintenance staff.
* Develop and implement effective emergency response plans to ensure that our facilities are prepared for emergencies such as power outages, fires, and natural disasters.
* Develop and maintain effective communication channels with internal stakeholders to ensure that facilities-related issues are addressed promptly.

Requirements:

* Proven experience as a Facilities Manager, with a strong track record of managing facilities and delivering high-quality services.
* Excellent knowledge of facilities management best practices and relevant legislation and regulations.
* Strong communication and interpersonal skills, with the ability to build relationships with internal and external stakeholders.
* Results-driven, with a passion for achieving targets and delivering a high standard of service to clients.
* Strong leadership and management skills, with the ability to manage and motivate a team.
* Strong problem-solving and decision-making skills, with the ability to identify and address issues promptly.
* A relevant degree or professional qualification in facilities management, engineering, or a related field.

If you are an experienced Facilities Manager with a passion for delivering high-quality services and building strong relationships with internal and external stakeholders, we would love to hear from you. Please submit your CV and a cover letter for consideration.

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