

Job Description

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| **Position Title:**  Facility Manager**Reports To:**  Site Director / Operation Manager**Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Role Description:**Responsible for maintaining and continuously improving the Efficiency and profitability of the assigned operation, whilst Maintaining a high standard of service in accordance withBudget**Key Responsibilities*** Should be innovative and should be able to give new ideas
* Should have good negotiation skills with vendors
* Conduct facility and EHS related trainings to the teams / vendors
* Ability to lead the team
* Should be able to quickly mobilize resources to meet the ever changing demands
* Should be able to coordinate with the building authorities for building related matters
* Reporting to the client on daily and weekly basis
* Work closely with finance to ensure vendors are paid on time
* Conducting compliance audits and ISO audits on behalf of clients.
* Able to lead, guide and motivate for Entry level & Middle level staff.
* Maintaining relationship with quality vendors that they are reliable and cost effective.
* Make Daily Reports of Attendance, Consumable Report, and Incident Report & Clients Meeting Tracker.
* Handling employee’s queries and resolving them in a professional manner.
* Ensure all operational and safety procedures are properly followed.
* Inspect and approve staff work performance.
* Demonstrate leadership and training to staff.
* Communicate effectively to staff.

**Qualification:*** Should be having an experience of 4–10years with Facility Management background.
* Should possess an eye for detail
* The person needs to have excellent communication skills, experience in working with a very young and demanding set of employees, having the ability to navigate in unknown circumstances and situations, and needs to connect well with the employees.
* A very smart, energetic person who is capable of taking initiative and decisions when needed.
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