

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 with  Budget  **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. |