Facilities Manager - Construction

Job location

Insert location

Job type

Insert job type: Full-time, etc.

Salary

Insert salary Range

We are looking forward to welcoming our next Facilities Manager. You will utilize your expertise in facilities management to oversee and manage the operations of our buildings and infrastructure. Your skills will ensure that all facilities are maintained to the highest standards, meeting every specification and regulatory requirement. Collaborating closely with a diverse team of maintenance staff, contractors, and other stakeholders, you will play a pivotal role in ensuring the smooth operation and efficiency of our facilities.

Responsibilities

Tenant Management:
- Screen and select prospective tenants.
- Handle tenant turnover and address tenant complaints and issues.
- Liaise with tenants for accounting and accounts receivable.

Financial Management:
- Analyze financial statements and prepare reports.
- Manage the annual budget process for all buildings.
- Set, collect, and adjust rental rates, ensuring timely rent collection.
- Maintain financial records and ensure regulatory compliance.

Property Maintenance:
- Coordinate routine maintenance and repairs.
- Direct maintenance staff and contractors.
- Conduct regular property inspections to ensure facilities meet health and safety regulations.
- Administer tenant improvements, move-ins, and move-outs.

Vendor and Contract Management:

Required Skills and Qualifications

5+ years of experience in facilities management, with a focus on managing multiple facilities.

Strong leadership, communication, and organizational skills.

Proficiency in facilities management software and technology.

Knowledge of facilities management principles, practices, and regulations.

Relevant certifications (e.g., CFM, FMP) preferred.

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