

Facility Manager

Job Description

The role of Facility Manager is a part-time position providing and maintenance support for the building, grounds, and functions of Redhill Global Training Centre and other company properties as needed. The Facility Manager reports to the company Manager.

Location: Redhill, Surrey
Hours: Part-time, 20-25 Hours per week
Salary: £20,000 per year

Training Centre:

- Maintain building condition in standards of government regulations
- Conduct regular facility inspections
- Coordinate housekeeping in the Training Centre
- Making sure the essential amenities, such as water and heating, are in order
- Maintain needed inventory of supplies
- Communicate with supply vendors
- Working through emergencies as they arise
- Forecasting the facilities upcoming needs and requirements
- Overseeing renovations and refurbishments
- Helping with office relocations
- Drafting maintenance reports

Company Properties: Two Guest Houses & Five Residential Properties

- Evaluate repair issues and coordinate solutions
- Forecasting future maintenance issues
- Communicate with company Manager maintenance issues to be addressed

Grounds:

- Coordinate with groundskeeper
- Ensure that the grounds are in excellent condition

Skills Needed:

- Good communicator
- General maintenance and construction knowledge
- Decision making skills
- Problem solving skills
- Adaptability
- Proactive Thinking
- Time management skills
- Enjoys working with others