Job Title: Facilities Manager

Role Overview:

The Facilities Manager is responsible for ensuring the safe, efficient, and cost-effective operation of all company facilities. The role involves managing building maintenance, health and safety compliance, contractor performance, security, cleaning services, and the overall workplace environment to support business operations and employee wellbeing.

Key Responsibilities

Facilities Management

- Oversee the day-to-day operation and maintenance of company premises.
- Ensure facilities are clean, safe, secure, and fully operational at all times.
- Coordinate preventive and reactive maintenance activities.
- Conduct regular site inspections and identify improvement opportunities.

Health & Safety

- Ensure compliance with all health, safety, and environmental regulations.
- Maintain risk assessments, safety procedures, and emergency response plans.
- Investigate accidents, incidents, and near misses, implementing corrective actions where required.
- Coordinate fire safety procedures, training, and evacuation drills.

Contractor & Supplier Management

- Manage contracts and relationships with external service providers.
- Monitor the performance of cleaning, security, maintenance, and other facility contractors.
- Obtain quotations and ensure services deliver value for money.
- Verify contractor compliance with company policies and statutory requirements.

Asset & Building Maintenance

- Develop and maintain planned maintenance schedules.
- Monitor building systems including heating, ventilation, air conditioning, lighting, alarms, and security systems.
- Maintain records of inspections, repairs, and maintenance activities.
- Coordinate facility improvement and refurbishment projects.

Budget Management

- Monitor facility-related expenditure.
- Assist in preparing and managing facilities budgets.
- Identify cost-saving opportunities while maintaining service standards.

- Approve facility-related purchases within authorised limits.

Security & Compliance

- Oversee building security arrangements, access controls, and key management.
- Ensure compliance with relevant legislation and company policies.
- Maintain accurate records for audits and inspections.

Workplace Support

- Respond promptly to facility-related requests and issues.
- Assist with office moves, workspace planning, and facility projects as required.
- Manage a team of handyman on site (approx. 4 employees).

Expectations

The Facilities Manager is expected to:

- Act professionally and represent the organisation positively at all times.
- Demonstrate strong leadership and problem-solving skills.
- Proactively identify risks and implement effective solutions.
- Maintain high standards of cleanliness, safety, and maintenance across all sites.
- Communicate effectively with employees, contractors, and management.
- Prioritise workloads and respond efficiently to urgent issues.
- Manage confidential information appropriately.
- Contribute to continuous improvement initiatives within the organisation.

Skills & Qualifications

Essential

- Previous experience in facilities management or property management.
- Strong knowledge of health and safety regulations.
- Experience managing contractors and service providers.
- Excellent organisational and communication skills.
- Proficiency in Microsoft Office applications.
- Ability to work independently and manage multiple priorities.
- Experience managing large mixed use development.
- Project management experience.

Salary : €65,000 per year