



Building Manager

Job Description

The Building Manager is responsible for the management of services and processes that support the core business of the organization. He/she ensures that an organization has the most suitable working environment for its employees and their activities

The Building Manager is involved in both strategic planning and day-to-day operations, particularly in relation to building and premises.

responsibility include:

- building and grounds maintenance;
- cleaning;
- health and safety;
- procurement and contract management;
- security;
- space management;
- utilities and communications infrastructure.
- Outsourced providers for services
- duties may include more practical and hands-on tasks.

Skills

You will need to demonstrate:

- interpersonal, relationship-building and networking skills;
- procurement and negotiation skills;
- the ability to multi-task and prioritize your workload;
- time management skills;
- project management skills;
- research skills and the ability to draw information from various sources, including people;
- clear and concise writing skills and the ability to handle long and complex documents;
- team working skills and the ability to lead and motivate others;



- IT skills;
- a practical, flexible and innovative approach to work.

Typical tasks may include:

- preparing documents to put out tenders for contractors;
- project management and supervising and coordinating work of contractors;
- investigating availability and suitability of options for new premises;
- calculating and comparing costs for required goods or services to achieve maximum value for money
- planning for future development in line with strategic business objectives;
- managing and leading change to ensure minimum disruption to core activities;
- ensuring the building meets health and safety requirements and that facilities comply with legislation;
- keeping staff safe:
- checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies;
- coordinating and leading one or more teams to cover various areas of responsibility;
- responding appropriately to emergencies or urgent issues as they arise and dealing with the consequences.