**Job Description – Facilities and H&S Manager**

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| Job Title | Facilities and H&S Manager |
| **Company** | Estama (UK) Limited |
| **Location** | London |
| **Line Manager** | Head of Property Management  |
| **Essential Duties & Responsibilities** | We are seeking a highly skilled and experienced Facilities Manager to oversee the operations, maintenance, and improvement of a portfolio of properties. The ideal candidate will be responsible for ensuring that all facilities are well-maintained, compliant with regulations, and operate efficiently. This role requires a proactive approach to facility management, vendor coordination, budgeting, and tenant satisfaction.The role would also cover providing H&S support across the wider portfolio. The key roles and responsibilities include:* Oversee daily operations and maintenance of a portfolio of assets.
* Develop and implement facility management policies and procedures.
* Manage budgets and cost control for property maintenance and capital expenditures.
* Ensure compliance with health, safety, and environmental regulations.
* Coordinate with vendors, contractors, and service providers for maintenance, repairs, and renovations.
* Conduct regular inspections to identify and address maintenance needs.
* Respond to tenant inquiries and concerns in a timely and professional manner.
* Develop and manage emergency preparedness and response plans.
* Track and report on facility performance metrics, identifying areas for improvement.
* Stay up-to-date with industry trends and advancements in facility management technology.
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| **Skills & Competencies** | * Strong IT skills
* Good knowledge of procurement processes
* Strong attention to detail for system and data management
* Strong relationship building skills
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| **Experience** | * Qualifications in Facilities Management
* Experience in facility management, or property management.
* Excellent leadership, communication, and problem-solving skills.
* Proficiency in facility management software and Microsoft Office Suite.
* Ability to manage multiple projects and prioritize tasks effectively.
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| **Qualifications** | N/A |