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

|  |  |
| --- | --- |
| 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. |
| **Skills & Competencies** | * Strong IT skills * Good knowledge of procurement processes * Strong attention to detail for system and data management * Strong relationship building skills |
| **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. |
| **Qualifications** | N/A |