



Job Description

Summary

The Facilities Manager will be responsible for making sure that the buildings and locations meet the needs of the people that work in them, and the people the location is servicing. Facilities Manager is accountable to set-up and monitor services such as cleaning, security and parking, to ensure the surrounding environment is in a suitable condition to work. This individual will be involved in both strategic planning and day-to-day operations, particularly in relation to buildings and premises, including the set up and layout of new locations.

Responsibilities:

- Execute new location set up: layout and construction
- Ensure locations are maintained
- Oversee upkeep of equipment and supplies
- Determine, schedule and monitor repairs and renovation projects
- Conduct facility inspections
- Manage budget, negotiate contracts and/or vendors and look for new ways to lower costs
- Other duties as assigned

To be considered for this role, you must have:

- Analytical Skills: Facilities managers must look at a lot of different information and make decisions based on needs and budget concerns.
- Communication: Facilities managers talk and work with management to make sure the job gets done. Being able to clearly explain what needs to be done will be necessary.
- Attention to Detail: Quality control is a large part of a facilities manager's job. Making sure cleaning, upkeep and comply with safety standards are maintained, or efficiencies are discovered, is key.
- Bachelor's Degree in Business, Industrial Relations or related field
- Minimum 3 years of related experience, preferably in Commercial Construction Management and Property Development Management
- Solid knowledge of project management and general business processes
- Leadership and team engagement skills with a proven track record
- Excellent interpersonal, communication, organizational and planning skills
- Ability travel to complete site visits while facilities projects are underway and/or on an as needed basis

To Apply: Please send your cover letter and resume, quoting the name of the position and location in the subject line to resumes@naturalhealthservices.ca.