

Position: **Facility manager**

Application Deadline: 1st July 2018

Job Description (Summary)

Management of services and processes that support the core business of an organisation. Facilities managers make sure that an organisation has the most suitable working environment for its employees and their activities.

Responsibilities:

- project management and supervising and coordinating the 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;
- directing, coordinating and planning essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling;
- ensuring the building meets health and safety requirements and that facilities comply with legislation;
- keeping staff safe;
- planning best allocation and utilisation of space and resources for new buildings, or re-organising current premises;
- 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;

Qualifications:

Not specific degree necessary. Bachelor's degree preferred

- accountancy;
- hospitality and estate management;
- surveying.

Skills:

- interpersonal, relationship-building and networking skills;
- procurement and negotiation skills;
- the ability to multi-task and prioritise 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 work skills and the ability to lead and motivate others;
- IT skills;
- a practical, flexible and innovative approach to work.

To Apply:

Apply by e-mailing your updated CV to jobs@ue.edu.krd with the title of the position in the subject line.