

Job Title: **Project Facility Manager**

Location: **Oldbury**

Company: **Proffer Solution Ltd**

Reports To: **Executive Project Director**

Date: **04/06/2025**

Position Overview:

The Project Facilities Manager is responsible for overseeing the maintenance and operational integrity of the organisation's facilities. This position involves the management of maintenance initiatives, ensuring adherence to safety regulations, and optimising the performance of facilities to support the organisation's objectives. The ideal candidate will collaborate with various departments to align facility operations with overarching project goals, thereby fostering an environment of efficiency and sustainability.

Key Responsibilities

- Oversee all maintenance and repair activities for the organization's facilities.
- Develop and implement comprehensive maintenance schedules and protocols.
- Manage facility-related projects, ensuring timely completion and adherence to budget.
- Conduct regular inspections of facilities to identify and address maintenance needs.
- Collaborate with external contractors and service providers for specialized maintenance services.
- Maintain accurate records of maintenance activities and prepare regular reports for management.
- Ensure compliance with local, state, and federal health and safety regulations.

Requirements:

- Bachelor's degree in Facilities Management, Project Management, or a related field.
- Minimum of 5 years of experience in facility management or maintenance supervision.
- Strong understanding of building systems, maintenance protocols, and safety regulations.
- Excellent organizational and time management skills.
- Ability to effectively communicate with various stakeholders, including staff and contractors.
- Proficient in maintenance management software and Microsoft Office Suite.
- Strong problem-solving skills and attention to detail.

Application Process:

Interested candidates are invited to submit their resumes and a cover letter detailing their qualifications and experience to applications@proffersolutionltd.co.uk. The company is committed to diversity and inclusion and encourages applications from all qualified individuals.

Proffer Solution Ltd is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.