

Facilities Manager

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Company: Mewburn Ellis

Location: England

Category: other-general

Facilities Manager - National Role based in Manchester or Bristol Mewburn Ellis is the forward-looking IP firm. At Mewburn Ellis we work with organisations building the brands and technologies that will define tomorrow. We help them use their intellectual property to navigate that journey - to imagine, plan, nurture, protect and deliver their innovations to market. We are over 350 colleagues strong across five offices in Bristol, Cambridge, London, Manchester, and Munich. The role As we continue to grow we are recruiting for a Facilities Manager, this is new role with national coverage and can be based in either our Manchester or Bristol office. You will manage every aspect of daily building management operations to ensure well maintained, safe, secure, and compliant office environment across all our offices in Manchester, Bristol, London and Cambridge as well as overseeing our office in Munich. The role is varied, you will be involved in leading on every aspect of facilities management such as, maintenance, health and safety, waste, and you will oversee all associated insurance and audit arrangements. You will have experience of space planning which may lead to reconfigurations, office expansions or project management of office moves. You will need to build relationships with key senior stakeholders across the firm and consider ways to improve approaches to ways of working including fleet management. Business continuity planning will also be on your agenda. What's in it for you? We have an excellent benefits package which includes: Competitive salary Flexible working hours 30 days leave (exc. Bank Holidays) Health scheme including Health Assurance Generous pension scheme, enhanced family leave Cycle to work scheme, interest-free season travel ticket loan Firmwide discretionary bonus scheme Paid day off for charitable endeavours Discount Voucher

Scheme, Electric Car Scheme Workplace ISA, Medicash, Care concierge Our successful growth story is down to our people. And we take the wellbeing of our people seriously - offering a huge suite of initiatives to de-stress, engage and enthuse. We care about wider society too, and the communities in which we operate - read about our Forward Community Programme to find out more about how we're giving back.

About you Experienced in facilities management you will be a self-starting, customer-centric professional who deeply understands the impact of effective facilities management on our people, clients and reputation and is keen to demonstrate this. You will own your work, taking proactive responsibility for developing this newly created role. You will be comfortable working at different levels within your role from ensuring daily operations run smoothly and developing your team to planning for procurement opportunities in the future. Your approach will be flexible and adaptable, with a need to switch between conflicting priorities and demands. Ability to travel is essential. You will have experience of leading teams in building and facilities management within professional services and ideally hold professional membership of a recognised Institution. As this is a national role there will be regularly travel between offices and you will have need to be flexible in our approach and able to work in the office as needed, especially within the first 6 months in role. If you are excited by the prospect of this role and where a career with Mewburn Ellis could take you, we'd love to hear from you please forward your updated CV to Victoria Moore at recruitment@mewburn.com We're committed to equal opportunities and welcome a broad diversity of talent to apply. We reserve the right to cease advertising should we receive a high number of applicants. Note for agencies: Mewburn Ellis work with a select number of agencies to support our recruitment. CVs will only be accepted from agencies we have agreements with, and who have been briefed specifically on the vacancy. We request that you do not to send speculative CVs, or candidate details, for this role.

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