

Facilities Manager

[Apply Now](#)

Company: Link Group

Location: United Kingdom

Category: other-general

Overview

The role will provide and lead ongoing facilities support to the R&SS business as and when required, ensuring the business is provided with the relevant support across all site locations in the UK, managing a small team to ensure continuity of service and maintenance of high standards. **Key Accountabilities and main responsibilities**

Building Management

Manage all tenancy issues for all Link Group RSS EMEA sites. Liaise with building management, contractors (cleaners, maintenance) and other external service providers.

Co-ordinate all building maintenance services including air conditioning, electrical/cabling, cleaning, plants, security.

Office Accommodation

Manage the provision & maintenance of office accommodation, including sundries and organising moves etc.. Ensure all office accommodation provided meets all OH&S standards including monthly audits and reporting as required.

Amazon Business

Manage the Amazon business account for home working supplies on behalf of the business including approvals, new product review and retrieval at end of service as required.

Office Facilities

Manage office facilities by providing recommendations and organising

purchase/lease/maintenance of office furniture and equipment, courier services, cab charges, etc.

Financial Management

To meet business objectives whilst meeting or exceeding “controllable” expense budget/targets for Office Services by improving productivity levels & controlling & monitoring expenditure. Arranging payment of invoices for products & services and ensuring appropriate cost centre apportionment for all costs. Provide budget input and monthly accruals for expense accounts, ie. telephone, postage /DR Coordinate business/departmental BCP plans and DR testing at each site at least 6 monthly. Arrange for sufficient First Aid, Fire and VDI testing resources within each site including liaison with training providers.

Business Support

Manage a small team of locally based individuals in each site responsible for general day to day office support including, but not limited to, post, visitor management, sundries, receiving deliveries etc.

Purchasing

Enhance mutually beneficial relationships with all suppliers and identify significant cost savings on purchasing and other services. Arrange purchase of stationery, office furniture & equipment, IT equipment & accessories through PO management, approval and business case development as required from time to time.

Asset Procurement & Control

Management, control and monitoring of all Link Group RSS EMEA & leased assets. Undertake asset reconciliation & physical checks as required by auditors. Provide information on new & existing assets on a centralised & PC database to enable identification & location of all assets.

Liaise with Corporate Accounts for asset inclusion/deletion

Merger and Acquisition

Be responsible for the take on of new sites as we expand including creation and management of building manuals, procedures and controls. Work with the Global Facilities Team on new site build, fit out and management

Experience & Personal Attributes

Strong organisational & planning skills

Strong leadership and management approach

Ability to exercise sound & creative independent judgement.

Good computer skills including use of word processing and spreadsheets.

Ability to develop strong harmonious relationships with co-workers and staff of varying disciplines and levels.

Attention to detail & accuracy.

Adaptability

Good time management and ability to handle high work volumes

Knowledge, Experience & Qualifications

Extensive knowledge and experience with office Facilities Management

Extensive knowledge of and experience in office administration policy & procedures

Extensive knowledge of expenditure and budgeting practices

Experience in building services & office accommodation

Knowledge of Link Group RSS EMEA products and systems

Knowledge and understanding of ISO9002 Quality Assurance Procedures

Compliance and Legislation knowledge

Previous leadership/management experience

MS Office experience Word, Excel, PowerPoint

[Apply Now](#)

Cross References and Citations:

- 1. Facilities Manager Orthopedicjobs Jobs United KingdomOrthopedicjobs ↗**
- 2. Facilities Manager PathologistsjobsJobs United KingdomPathologistsjobs ↗**

3. [Facilities Manager Egyptjobs Jobs United KingdomEgyptjobs ↗](#)
4. [Facilities Manager ExecutivejobsnearmeJobs United KingdomExecutivejobsnearme ↗](#)
5. [Facilities Manager StudentjobsnearmeJobs United KingdomStudentjobsnearme ↗](#)
6. [Facilities Manager Dataanalyticsjobs Jobs United KingdomDataanalyticsjobs ↗](#)
7. [Facilities Manager Recruitmentjobs Jobs United KingdomRecruitmentjobs ↗](#)
8. [Facilities Manager Searchnzjobs Jobs United KingdomSearchnzjobs ↗](#)
9. [Facilities Manager Dataanalyticsjobs Jobs United KingdomDataanalyticsjobs ↗](#)
10. [Facilities ManagerTeachingeducationJobs United KingdomTeachingeducation ↗](#)
11. [Facilities ManagerRespiratorytherapistjobs Jobs United KingdomRespiratorytherapistjobs ↗](#)
12. [Facilities ManagerBluecollarjobs Jobs United KingdomBluecollarjobs ↗](#)
13. [Facilities ManagerNightshiftjobs Jobs United KingdomNightshiftjobs ↗](#)
14. [Facilities ManagerSmartjobsearch Jobs United KingdomSmartjobsearch ↗](#)
15. [Facilities ManagerEuropejobscareer Jobs United KingdomEuropejobscareer ↗](#)
16. [Facilities ManagerDigitaljobsnearme Jobs United KingdomDigitaljobsnearme ↗](#)
17. [Facilities ManagerSearcheruropeanjobs Jobs United KingdomSearcheruropeanjobs ↗](#)
18. [Facilities ManagerNewsmediajobs Jobs United KingdomNewsmediajobs ↗](#)
19. [Facilities manager Jobs United kingdom ↗](#)
20. [AMP Version of Facilities manager ↗](#)
21. [Facilities manager United kingdom Jobs ↗](#)
22. [Facilities manager JobsUnited kingdom ↗](#)
23. [Facilities manager Job Search ↗](#)
24. [Facilities manager Search ↗](#)
25. [Facilities manager Find Jobs ↗](#)

Source:<https://uk.expertini.com/jobs/job/facilities-manager-united-kingdom-link-group-614d04c30d/>

Generated on: 2024-05-02 by [Expertini.Com](#)