

## Facilities Manager

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Company: SSC Perfumes & Cosmetics

Location: United Kingdom

Category: other-general

### Position

#### Facilities Manager

DEPARTMENT: Facilities

LOCATION: London/Visits to Hersham

REPORTS TO: HR Director

DIRECT REPORTS: x2 Facilities Coordinators, Facilities Assistant Manager

Are you ready to step into a role where you're not just overseeing buildings, but crafting an experience? We're on the hunt for a dynamic individual to take the reins in the world of LVMH Beauty UK as our Facilities Manager!

#### What is a LVMH Beauty Facilities Manager?

As our Facilities Manager, you'll be the guardian of not one, but two offices in the vibrant heart of London and Hersham, along with three chic Brand Boutiques that define the style of our brands. Your mission? To ensure these spaces are not just safe and functional but exude the essence of our different brand's image, creating an environment where every employee feels at home.

#### What is my day to day?

Plan and execute building maintenance and operational programs with the Facilities Team and contractors, turning spaces into havens of productivity.

Supervise the maintenance and repair of facilities and equipment, orchestrating any renovations or office moves.

Negotiate with Suppliers and Contractors, turning tasks into opportunities for collaboration and innovation.

Source contractors and suppliers for repairs, maintenance, cleaning, renovations, waste disposal and security, creating a network that ensures every need is met.

Ensure all spaces are fully tested and compliant for various safety standards, turning regulatory compliance into a seamless part of our rhythm.

Manage the building services budget, forecasting future needs and conducting a tuneful orchestra of cost savings.

Oversee POs and vendor setups in accordance with Internal Controls, ensuring financial harmony.

Prepare cost estimates for moves and equipment, turning budgeting into a work of art.

Be the first point of contact with landlords and tenants, transforming communication into a dance of cooperation.

Ensure the security of our spaces, maintaining alarm systems and CCTV, making safety a priority.

Undertake social reporting at year-end, showcasing our commitment to health and safety for the world to see.

Be the guardian of sustainable development objectives, ensuring that every decision aligns with our commitment to a better future.

## **Profile**

### **Sounds Great! What do I need to apply?**

Minimum Qualification:

NEBOSH Certification in Managing Health and Safety – because safety is not just a priority; it's a commitment.

Essential Skills:

Corporate Prowess: A minimum of 3 years in Facilities Management in a corporate setting.

You've mastered the art of managing teams and vendors across all FM functions!

**Time Management Extraordinaire:** You're not just good at multitasking; you thrive on it.

**Safety Savvy:** Your understanding of corporate and legislative health and safety requirements is second to none. You ensure compliance is not just a checkbox but a fundamental part of operations.

**Proactive Problem Solver:** Self-motivated and solution-oriented, you see challenges as opportunities and turn obstacles into stepping stones.

**Customer Focus:** You're not just a Facilities Manager; you're a host, ensuring every employee feels the warmth of a well-maintained and secure environment.

**Leadership Luminary:** Encouraging, mentoring, and leading come naturally to you. You're not just a manager; you're a guide, helping your team shine.

**Budgeting Wizard:** Compiling and following strict budgets is not a chore; it's a skill you've mastered. You possess knowledge of basic accounting and finance principles.

**Organisational Superstar:** Your organisational and leadership skills are unparalleled. Critical thinking and problem-solving are your daily allies.

**Project Management Pro:** Your skills in project management, negotiation, and persuasion are not just impressive; they're game-changing.

**Detail Dynamo:** Precision is your middle name. Attention to detail and maintaining data accuracy are not just tasks; they're part of your professional DNA.

**Communication Maestro:** Your written and verbal communication skills, coupled with proficiency in PC applications (Excel, Word, and PowerPoint), set the stage for seamless collaboration.

## **Additional information**

### **Sounds Great? But what's in it for you?**

At LVMH Beauty, we don't just offer benefits; we deliver a package that turns your career into an adventure and your workplace into a second home. Get ready to be excited about the perks that come with being part of our family:

**Competitive Pension:** Secure your future with a pension plan that doesn't just match industry

standards—it exceeds them! Your hard work deserves a retirement that's as bright as your career.

**Private Medical Insurance:** Your well-being is our priority. Enjoy the peace of mind that comes with comprehensive medical coverage, because a healthy you is a thriving you.

**Staff Allocation:** Immerse yourself in the world of luxury. As a valued member of our team, unlock exclusive access to staff allocations, allowing you to indulge in the finer things in life.

**Staff Sales:** Treat yourself to the latest trends and timeless classics with our exclusive staff sales. It's not just a discount; it's a stylish journey through the world of LVMH.

**25 Days Holiday + Bank Holidays:** Work hard, play harder! Enjoy a generous holiday package that gives you the freedom to recharge, explore, and create unforgettable memories.

**Long Career, Endless Opportunities:** Join us, not just for a job, but for a career that evolves with you. LVMH opens doors to various mobility opportunities across the group, turning your professional journey into an epic adventure.

Ready to experience a career where benefits are not just perks but an integral part of your success story? Join LVMH Beauty, where every day is a celebration of luxury, innovation, and the extraordinary!

Join the LVMH Beauty family, where diversity isn't just celebrated—it's our strength. At LVMH Beauty, we believe in the power of diverse perspectives to drive innovation and creativity. We welcome individuals from all walks of life, embracing the uniqueness that each person brings to our team. Our commitment to diversity extends beyond words; it's woven into the fabric of our recruitment process. We actively seek out talent that reflects the rich tapestry of the world, ensuring that every voice is heard and valued. Be a part of a team where your individuality is not just recognized; it's cherished. If you need any re-adjustments during the process, please let a member of the Talent Team know!

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