

Interim Facilities Manager - Hybrid

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Company: eRecruitSmart

Location: York

Category: other-general

We have an excellent opportunity for an experienced Interim Facilities Manager / Office Manager to join this global designer and manufacturer of commercial furniture based at their busy head office in Knaresborough, North Yorkshire. This is a 6-month interim hybrid role working approximately a 50/50 split from home and from the HQ in Knaresborough

About the company

The story of our client is as impressive as it is inspiring. Established little more than 15 years ago they quickly became a global player in the world of contract furniture by designing and producing beautiful, stylish furniture manufactured to impeccable standards. Their products are now seen in offices all over the world, sold to many of the world's most influential brands like Google, Microsoft and Amazon. They were recognised for its global position in the international market, and they were the proud recipients of the prestigious Queen's Award for Enterprise in International Trade 2019.

About the role

The role will cover all aspects of Office / Facilities Management, including some PA type responsibilities for the MD. The role will take responsibility for all facilities / office management for the Knaresborough (HQ) office, Elland (production Factory) and London (showroom) sites. This is a diverse, varied and fast-paced position which will provide confidential administrative and project management support for all areas of the business and responsibilities will include:

Providing administrative/PA support to the MD

Ensure all 3 sites are well run, organised and are deliver an optimal user experience for colleagues, customers & clients. Whilst ensuring best practices and company policies are maintained and adhered to, along with ensuring operational efficiencies and good colleague/customer communication

Meeting and greeting clients and visitors

Supporting the set up of new colleagues in terms of phones, laptops, arranging email addresses to be set up and liaising with IT for other requirements

Developing and maintain external supplier relationships, ensuring they are delivered in line with contractual SLAs and KPIs

Maintaining all site records, ensuring there is an auditable trail of works

Ensuring the building and associated facilities are well managed, delivered and maintained

Organising reactive repairs and planned maintenance

Dealing with any emergency situations that may arise whilst using best judgements around course of action to resolve both short and long term needs

Routine auditing of the buildings & facilities to maintain a high standard

Managing catering equipment, ensuring supplies are stocked, routine services are carried out and changing equipment after its useful life

Maintaining a clean & sanitary kitchen area

Oversee facility aspects of events and meetings, from booking venues, transport, catering right through to supporting colleagues with the use of conferencing equipment

Inventory and ordering of supplies and equipment as required

Assisting Senior Management in the delivery of projects, overseeing product installations and other ad hoc works

About you

To be successful for the role of Interim Facilities Manager / Office Manager you must live within commutable distance of Knaresborough and have / be:

Previous experience as an office manager, facilities manager or Personal Assistant or similar role

Highly organised and excellent communication skills.

A warm, professional and engaging manner with a flexible can do/will do approach.

A solution focused and efficient approach.

Strong relational skills

Highly proficient technical skills (Microsoft Office Suite, Outlook, PowerPoint, Excel)

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