

## Facilities Supervisor

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Company: The Church of Jesus Christ of Latter-day Saints

Location: Nigeria

Category: other-general

The candidate shall be required to help provide and maintain facilities that give Church missionaries where they work, worship, teach, learn, pray together, make, renew covenants, and receive sacred ordinances. Will be a primary customer contact person for all physical facilities matters relating to existing facilities and properties. This position will also assist in preventing building deterioration and maximizing building life through judicious application of operations and maintenance processes and standards.

Assist in the preparation and implementation of the operations & maintenance annual plan.

Assist Facilities Manager in scoping building renovation projects.

Assist in the regular inspection of facilities to ensure compliance with approved standards.

Assists with the management of resources including staff, contractors, and vendors to execute the annual plan.

Help the Facilities Manager secure contractors and vendors and ensure that work and services meet established specifications.

Communicate frequently with customers, employees, vendors, and contractors to develop and maintain effective relationships.

Must be a member of the Church and worthy of a temple recommend.

Bachelor's degree/HND in facilities management, Construction management, business, or a related field.

2-5 years' experience in facilities management, and property management or related industry.

Knowledge of facility and property management, construction procedures, business practices, safety, and fire codes.

Exposure to front-line management skills in a multi-discipline work environment.

Ability to communicate professionally with employees, priesthood leaders, contractors, and vendors.

Excellent analytical, planning, and presentation skills.

Excellent Interpersonal Skills and Detail Oriented.

Good computer skills in Microsoft Office suite, knowledge of e-mail, etc.

Two to five years of driving experience with a good driving record and safety-minded

Possess a valid Driver's license with Basic knowledge of auto mechanics.

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