

Facility Manager - Ogun

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Company: Fuzu

Location: Nigeria

Category: other-general

Job Summary

Contract Type:

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Requirements / Skills

B.Sc / B.A in Facility Management, Engineering, or any relevant field

5 - 10 years work experience as a facility manager

Relevant professional qualification (e.g. CFM) will be an advantage

Well-versed in technical/engineering operations and facilities management best practices

Knowledge of basic accounting and finance principles

Excellent verbal and written communication skills

Excellent organizational and leadership skills

Good analytical / critical thinking.

Responsibilities

Manage fleet operation, transportation/driver, compliances, handling security and vendor management for all

Maintain an effective approach for procurement strategies, and establish recommendations for the procurement of services and potential suppliers.

Undertake reviews of specific spend areas within a best practice framework and identify both the resource needs and process changes required for the on-going management of these procurement activities.

Liaise with current and potential suppliers to negotiate contracts, including the management of tender processes for the awarding of new contracts directly or supporting internal customers.

Develop the company's framework within which procurement activities are conducted.

Design and implement methods to improve procurement data collection and analysis and a reporting framework monitoring the deliverables within each procurement category.

Facilitate greater cross collaboration between business units, in relation to procurement by centralizing spend areas.

Undertake an annual review of the company's Sustainable Procurement Policy, and to recommend changes to the policy as relevant to Executive Team and Boards.

Develop and maintain good working relationships with colleagues across the company so as to promote

Develop and maintain vendors / suppliers database.

Servicing / maintenance of all company owned fire extinguishers

Manage all resident files for renewals and resident retention programs and coordinate with staff to inspect all leasing team activities.

Coordinate with property managers to complete and verify all paperwork and manage all processes for residents and ensure compliance to timeframe.

Attend to facility related needs of resident expatriates.

Ensuring Constant supply of Electricity to the company owned facilities.

Supervise evacuation of septic tanks.

Ensuring proper functioning of office Electrical utilities (e.g. Water Dispenser, Microwave, fridges, air conditioners etc.).

Ensuring good functioning of the Generators.

Overseeing the Cleaners and Security guards.

Oversee civil / renovation works as may be required by the company.

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