

Job Title: Facilities Manager

Location: East Hartford, Ct

Company: Faith Asset Management LLC

About Us:

Faith Asset Management is a leading Property Management company dedicated to providing high-quality services to our clients. We are committed to maintaining a safe, efficient, and effective workplace environment. We are currently seeking a dedicated and experienced Facilities Manager to join our team in East Hartford, CT.

Description:

The Facilities Manager will oversee all building-related activities. The Facilities Manager will oversee all building-related activities. You will be responsible for preserving the good condition of infrastructure and ensuring that facilities are safe and well-functioning. The ideal candidate will be well-organized and able to optimize the use of space and equipment while reducing operating costs. You will be responsible for the upkeep and management of a company's buildings, grounds, and equipment to ensure they are safe and functional.

Duties & Responsibilities

- Inspections: Conducting routine safety inspections to ensure compliance with regulations
- Contracting: Negotiating contracts with service providers and finding contractors for repairs and maintenance

- Coordination: Planning and overseeing renovations, updates, and relocations
- Maintenance: Planning maintenance work and supervising facilities staff
- Records: Maintaining records and building budgets
- Financial: Handling general financial tasks and looking for ways to save money
- Emergency preparedness: Ensuring security and emergency preparedness procedures are aligned with company policies
- Delegating maintenance task to team members
- Monitor the safety and cleanliness of interior and exterior areas
- Performing routine maintenance on facilities and making repairs as needed.
- Scheduling routine inspections and emergency repairs with outside vendors
- Creating reports on maintenance repairs, safety and other occurrences for supervisors.
- Preparing facilities for changing weather conditions
- Collaborating with building owners and upper management on budgeting for facilities needs

Qualifications:

- Oral and written communication skills
- Customer and client management skills
- Adaptability to different task
- Technical knowledge to building services
- Budgeting skills
- Critical thinking skills
- Multitasking skills

Salary:

- \$65,000 annual salary
- 401k matching
- Health insurance
- Paid time off

What We Offer:

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- A dynamic and supportive work environment

Faith Asset Management LLC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.