

## **WE ARE LOOKING FOR A PROJECTS & FACILITIES MANAGER TO JOIN US:**

Skilled in end-to-end projects & facilities management, you will be essential in building, delivering and maintaining our spaces, creating environments for people to do their best work.

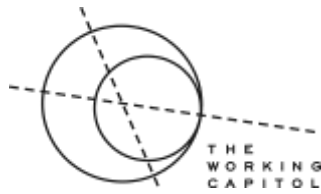
Reporting to our Head of Business & Operations, you will act as a business partner for all matters related to Projects & Facilities; ensuring the delivery of sites to the standard of the brand. You will help to increase the operational effectiveness and efficiency of our spaces to a level that meets regulatory compliance, health & safety and environmental standards.

Your experience in various stages of development will be key and your ability to work independently and collaboratively across the organization.

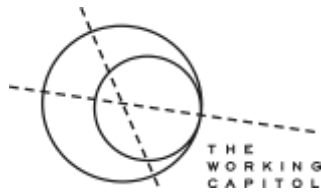
## **ON A TYPICAL DAY:**

You will be responsible for the delivery and management of all upcoming and existing spaces; from the moment a space has been identified through to opening and day-to-day management. This includes:

- Conducting feasibility studies and the initial space planning of new and existing spaces
- Initiating communication with all relevant project stakeholders to determine scope, timelines, and resources necessary for project completion
- Developing the project schedule, budget and required deliverables
- Identifying and submitting all change of use applications
- Effectively managing the handover of the site from the landlord, including the handover of contracts and accounts
- Managing the selection and briefing of the project consultants, including managing tender processes
- Closely monitoring and reporting on the progress of new space build-outs, to ensure that the projects are delivered on time and on budget
- Maintaining a deep understanding of the operations of the business to ensure the infrastructure and project delivery supports the day-to-day running of the space
- Reviewing the existing infrastructure and processes in place that support the operations of the business; recommending improvements and more cost-effective solutions where necessary



- Understanding specific members and tenants' needs to smoothly integrate their requests into our spaces and systems (ie. anchor tenants, members with high-security needs, retail tenants)
- Briefing the Facilities and Operations teams to ensure a smooth handover
- Being the point of contact when liaising with Building Management and the liaison between Building Management when coordinating third party works. Be the first point of escalation for large facility maintenance emergencies
- Taking on board internal customer's and member's feedback; addressing inefficiencies and setting processes in line with company standards
- Overseeing the facilities of all sites; maintaining the professional appearances of our properties, mechanical spaces, common areas, offices and events spaces
- Managing higher level building maintenance issues. Inspect building systems including fire alarms, AC and plumbing to ensure operation of equipment is within design capabilities
- Reviewing, briefing and selecting vendors. Negotiating contracts and managing vendor relationships; working with service contractors to schedule weekly and monthly maintenance visits
- Developing, tracking and managing budgets; looking for opportunities to minimize cost while optimizing efficiency. Be responsible for invoice processing and maintaining the accuracy of costs across sites
- Managing FF&E inventory
- Analysing recurring facilities issues and working with the Community Management teams on solutions to mitigate
- Be responsible for facilities inspections and reports. Recommend and develop strategic facilities management objectives
- Ensuring repair and maintenance requests submitted are solved within KPI targets; oversee work assignments performed by contractors, oversee housekeeping works and pantry standards, review work orders to ensure that assignments are completed



**YOU WILL EXCEL IN THIS ROLE IF YOU:**

- Have at least 6 years of experience managing end-to-end Projects and Facilities Management across the enterprise sector.
- Have experience in all phases of the design and build process, are familiar with designs and construction management.
- Are familiar with construction industry best practices and building codes.
- Have experience managing multiple projects and vendors.
- Have thorough knowledge of mechanical systems and/or technical knowledge of building controls.
- Possess good vendor relationships and demonstrate strong contract negotiation skills
- Have excellent presentation, meeting management and communication skills.
- Have significant experience managing budgets and tracking costs, with demonstrated skills in business planning, writing reports and presenting recommendations.
- Are knowledgeable in specialised tasks such as painting, AC maintenance, security systems, lifts, lighting and plumbing.
- Are pro-active and hands-on; you have a decisive and self-starting mindset, can work under pressure and are driven to find solutions.
- Put people first and focus on providing service excellence and a safety-first culture.
- Are able to work with a large, diverse group of employees and suppliers
- Have experience in AutoCAD/drafting and have the ability to produce test fits and layout plans.

Experience with shophouses and conservation properties, a plus.

To apply, please send your resume and cover letter to [work@theworkingcapitol.com](mailto:work@theworkingcapitol.com) with the subject: Application for Projects & Facilities Manager.