



Vacancy Facilities Manager

Purpose: To co-ordinate and oversee all aspects of facilities management, related to buildings and infrastructure.

Skills and Experience required:

- Previous experience managing facilities for SME or larger companies
- Working with problem solving and trouble-shooting techniques / Ability to use initiative
- Good communication, both verbal and written
- Has supervisory/team leading aptitude & has clear understanding of principal financial aspects and budget control

Key Role Requirements:

- Working with Group R&D, forward plans to build new factory facility, identifying new infrastructure requirements, including the relocation of current infrastructure where appropriate, or asset disposal
- Routinely inspect our buildings, sites, and operations to maintain and identify vital services, repairs and maintenance requirements
- Manage and negotiate all external contract arrangements such as cleaning services, waste management, security services, pest control and any other associated functions
- Maintain a comprehensive asset list including plant equipment, vehicles, machinery, tools and any other assets as necessary
- Organise and manage contractors both internally and externally for both on-going services and one-off projects related to facilities management. Arrange schedule of works and obtain quotations as necessary, ensuring compliance with legislations and all company health and safety policies
- Ensure statutory requirements in terms of fire safety, electrical safety, gas safety, environmental and any other statutory requirements are met to the highest standard across the site
- Source, negotiate and select suppliers for fixed annual contracts, continuously review for performance and cost
- Create and maintain a master document tracking all contracts with suppliers relating to facilities, including expected end dates, costs and all other relevant information
- Source, negotiate and select suppliers for routine and ad hoc facility repairs
- Create and maintain a trusted contractors list
- Request & Check RAMS for all external contracted works
- Respond and deal with urgent facility emergencies
- As a key holder, control and respond to the out of hours emergencies and issues that may arise
- Oversee weekly testing of the fire alarm system on our sites ensuring all logs required by the company and insurance company are completed
- Monitor indoor/outdoor housekeeping standards and ensure they are maintained to a high level, so the sites are organised, clean and tidy
- Ensure all contractual documentation required to effectively manage facilities projects are completed in a timely manner and communicated to relevant department Managers
- Respect confidentiality of clients, tenants, suppliers, staff and the business as a whole, in accordance with GDPR.

To apply for this role, please submit your CV and covering letter to the HR Department via email at

careers@bardenbearings.co.uk