

Brief

for the position of

Technical Facility Manager

prepared for

**Leading Industrial Service Company
Hungary**

March 2020



Our Client

For confidentiality reasons, information about our client is, for reference sources and non-shortlisted candidates, limited to the following:

Our client is a leading Industrial Service Company, offering various services and solutions for retail and industrial companies and state institutions.

The company has decided to start a search for a Technical Facility Manager role as the decision has been made to expand services within the Hungarian operation in line with the regional practice and expectations.

Role

The company is looking for a Technical Facility Manager that will report to the Service and Maintenance Manager and will be responsible for his/her own team. Additionally, the role will be the project manager of professionals belonging to other divisions depending on the project he/she is responsible for.

The successful candidate will be able to ensure that all services at the Client's premises are completed daily and ensure all reporting is completed in a timely manner.

Depending on various services and service levels provided key responsibilities include:

- Administer the Emergency Response Plan(s) for the complex and ensure that associated training is provided in respect to these plans in line with agreed company and legal requirements
- Prepare monthly building specific security reports, invoice checking, KPI data gathering, contract guard selection and training depending on services agreed
- Plan and coordinate all installations (telecommunications, heat, electricity etc.) and refurbishments
- Manage the upkeep of equipment and supplies to meet health and safety standards
- Coordination of hard FM tasks with own employees, implementation of soft FM tasks by subcontractors
- Operational management of technicians
- Participating in the development of offers for new business opportunities
- Involvement in business development
- Inspect buildings' structures to determine the need for repairs or renovations
- Review utilities consumption and strive to minimize costs
- Identify training requirements for direct and indirect reports, monitor and ensure training requirements for department staff are being met
- Handle insurance plans and service contracts
- Keep financial and non-financial records
- Perform analysis and forecasting
- Building Access Control, Key System, Key Lockup procedures and associated systems and procedures

Profile

In respect of the ideal candidate profile:

- Fluent Hungarian, active English language knowledge
- Degree in facility management, engineering, business administration or other relevant field
- Relevant professional qualification will be an advantage
- Proven experience as Facility Manager or relevant position
- Well-versed in technical/engineering operations and facility management best practices; knowledge of basic business and finance principles
- Excellent verbal and written communication skills
- Excellent organizational and leadership skills
- Good analytical/critical thinking

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