

FACILITIES MANAGER (FAM200516)

Overall Purpose of the Role:

To protect the value and operational functionality of the company's property assets and ensure that all cinemas are safe and welcoming by working closely with key stakeholders to deliver the required business standards in all areas of Facilities management including new cinema openings, maintenance & repairs, legal compliance, licenses and authorizations, utilities management and procurement, refurbishment works, electrical, plumbing, sanitation, heating, ventilation, air conditioning and other facilities and appliances.

Key Responsibilities:

Strategic direction

- To develop and agree departmental goals, objectives and annual plans with delivery timelines for the Facilities team for approval by the Director of Operations.

Managing & developing a team

- To motivate, manage, develop and coach the Facilities team members to ensure departmental goals & objectives are delivered within pre-agreed budgets and timelines.

Budgets & Forecasts

- Responsible for providing annual budgets and appropriate regular financial reforecast information for the Facilities department by collating appropriate internal and external data, information, costs and a proposed Facilities budget
- Ensures all departmental expenditure is in line with budgets and forecasts, providing monthly reports to ensure any potential overspend is identified

Capital Projects and new cinema openings

- In conjunction with key stakeholders, ensure capital projects relating to refurbishments and EBITDA enhancing projects are implemented and delivered to the a high standard and within the required budget
- Working with key stakeholders, manage the implementation of pre-opening plans for all new cinema openings.

Reporting and Analysis

- Collate relevant information, data and reports to aid with delivering accurate forecasting and accruals
- Liaise with the Finance department to ensure prompt payment of invoices and issues are tracked and resolved efficiently
- Ensure the smooth administration of the purchase order system by ensuring that the internal process is adhered to in a timely and accurate manner
- Collating relevant information, data and reports to aid with month end financial reporting

RUN4JOB S.r.l.

Società autorizzata dal Ministero del Lavoro e delle Politiche Sociali Prot. n. 6869 del 05/05/2016

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- Ensure monthly utility usage reports are issued with clear proposals that identify sites that are not performing to their agreed capacity.
- Deliver regular and accurate monthly Facilities reports in the agreed format showing all Facilities management related tasks, works trackers and costs.
- Following implementation of key Facilities related initiatives collates data provides reports to illustrate trends, impact on business and return on investment.

Landlord & Tenants

- Support the Property Manager by providing appropriate updates, information and reports to ensure that Landlords engender a responsive and timely approach to necessary works, repairs and maintenance

Managing external third party relationships

- Effectively manage external contractors, advisors and specialists to ensure that they deliver the agreed objectives and required standards of service within the agreed timelines
- Monitor and review on a regular basis contracts for goods of services to ensure that the agreed service level standards are being consistently delivered and to provide regular update reports and recommendations

Utilities

- Procure energy and utility contracts including electricity, gas and water
- Responsible for all legislative reporting in connection with EU defined schemes
- Consistently review, identify and propose cost effective utilities and energy efficiency initiatives to ensure best value is being achieved
- Ensure that all cost effective utilities and energy efficiency initiatives are successfully implemented across the business

Environmental friendly policies

- Implement cost effective environmental friendly initiatives that benefit both the community and organisation.
- Ensure best value and management is being obtained from all external waste and recycling providers

Property Database and records

- Identify appropriate content for the property data base and to ensure that information is passed to the Property Manager in a timely manner to ensure the data base is up to date

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Licences and authorizations

- Ensure all the original copies of licenses and permissions are correctly stored in Head Office

Communication

- Work effectively with key stakeholders (e.g. Operations, Cinema Managers, Retail, Marketing, Contractors and external advisors/providers) to gain their full engagement in the design, planning and implementation of all Facilities related initiatives, activities and standards.

Repairs and Maintenance

- Manage the estate ensuring that all buildings are effectively managed to provide a safe clean, welcoming and appropriate environment
- Ensure that site inspections are carried out regularly in all cinemas to accurately assess, identify and address required repairs and maintenance issues in a cost effective and timely manner
- Regularly inspect Head Office and work with the Office Manager to accurately assess, identify and address required repairs and maintenance issues in a cost effective and timely manner

Tenders and contracts

- Maintains an accurate diary system for all individual contractors
- Prepares tender documents for the procurement of all services linked to facilities management.
- Fully research, calculate and compare costs for required goods and services to achieve maximum benefit through the tender process

Compliance and legal obligations

- Ensure business compliance with all legislative requirements, including the timely compilation of statutory reporting
- Ensure that appropriate and cost-effective systems, policies, processes and procedures are designed, implemented and adhered
- Keep up to date with legislation and best practice in order to develop effective proposals on how to address legal requirements and improve existing working practices
- Keep up to date all licenses and permissions promptly taking steps with the relevant authorities for their renewal.

General

- For business need reasons and/or as part of your development, you may be asked to take on additional tasks or responsibilities.

Le ricerche sono rivolte a candidati dell'uno e dell'altro sesso ai sensi della L. 903/77 e L. 125/91. Run4JOB S.r.l. è una Società autorizzata dal Ministero del Lavoro e delle Politiche Sociali Prot. n. 6869 del 05/05/2016. Inoltrare la propria candidatura a selezione@run4job.it

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