



BUILDING MANAGER

Location: Petaling Jaya

Nationality: Local

Type: Permanent

Post: 1

RESPONSIBILITIES:

- Manage the Soft & Hard Services function of Asset Management team.
- Act as the key contact point for Tenants / Clients / Vendors when it comes to FM matters pertaining to the site managed
- Ensure all the critical & non-critical facilities setup within building is operated and maintained in a cost effective and safe condition
- Interface with tenants at building with regards to any FM related matters.
- Manage and supervise the Asset Management personnel including hiring, promotions, recognition discipline and performance management related matters.
- Optimize the manpower, performances, usage of equipment, supplies and services. Establish standards for preventive maintenance and repairs of equipment.
- Identify, initiate and manage FM related special projects and repairs.
- Proactive in highlighting issues and improvement to Supervisor / Asset Management team.
- Establishes benchmarks based on industry excellence and inspires employees to achieve them.
- Resolves problems and / or conflicts and maintains open communication with tenants at building, including providing regular written and oral reports to ensure satisfaction.
- Assist in the development of SOPs pertaining to facilities systems maintenance & other operational processes.
- Recommends solutions and implements appropriate corrective action for major or complex maintenance issues.
- Establish an annual preventive maintenance dashboard for soft & hard services of building especially for the critical systems. Engage reliable contractors & technicians to perform PM schedule services regularly.
- Ensures all regulatory compliance related matters are up to date.

REQUIREMENTS

- Degree in Facilities Management / Electrical / Mechanical / Business Administration.
- Min 5 years working in related fields, knowledgeable in contract & vendor management
- Good PR & communication skills (English & Bahasa Melayu) to interact with clients / tenants / vendors / regulatory bodies.
- Knowledge in Mechanical & Electrical facilities systems within building environment