

iFM Limited is a company that delivers world class facilities management services to clients in Bermuda. To support our development, we need...

FACILITIES SUPERVISOR

Reporting directly to the Contract Manager, this individual plays a critical role in supervising all work activities related to the facilities operations team. Job duties may include, but are not limited to: planning, organizing, directing and controlling activities of ongoing service operations; overseeing the installation, maintenance and repair of equipment; preparing job estimates; supervising activities of subordinate staff and contractors; liaison with clients and report progress to company management. A minimum of 3-5 years experience in a building/facilities supervisory position is required combined with Seneca BES, Humber BMM or other equivalent certification. You must have a keen interest and desire for continual improvement and on-going training. This position requires initiative, willingness to work in a team environment, well developed communication skills, superior customer service, and a commitment to safety.

BUILDING OPERATOR

Reporting directly to the Facilities Supervisor, this individual is responsible for all general maintenance and repair activities to ensure the effective operation of the facilities. Job duties may include, but are not limited to: light maintenance of mechanical and electrical equipment, shift tours and log readings, all general maintenance and light duties as well as responding to environment/comfort complaints and demand/emergency calls. A minimum of 3-5 years experience in a building/facilities operations position is required combined with Seneca BES, Humber BMM or other equivalent certification. You must have a keen interest and desire for continual improvement and on-going training. This position requires initiative, willingness to work in a team environment, well developed communication skills, superior customer service, and a commitment to safety. You must be able to work under pressure and meet stringent timelines and interact effectively with the customer.

MAINTENANCE HELPER

Reporting directly to the Facilities Supervisor, this individual is responsible for assisting the building operators and facilities team. Job duties may include, but are not limited to: light maintenance of mechanical and electrical equipment, shift tours and log readings, all general maintenance including drywall repairs, minor plumbing repairs (toilets, sinks, drains), painting and cleaning, responding to environment/comfort complaints and demand/emergency calls. A minimum of 3-5 years experience assisting with building/facilities operations is required. You must have a keen interest and desire for continual improvement and on-going training. This position requires initiative, willingness to work in a team environment, well developed communication skills, superior customer service, and a commitment to safety.

iFM Limited is a drug and alcohol free environment, and as such, requires all successful applicants to successfully pass a pre-employment drug and alcohol screening prior to an offer of employment.



Application deadline: Wednesday, 30 November, 2011

Apply to:

**Tereé Tucker
HR Manager
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