

# Facilities Manager

**Gibbons Management Services Limited** invites applications from suitably qualified and experienced individuals to join their Facilities Team in the position of **EGL Facilities Manager** for our commercial and residential properties.

## JOB SUMMARY

This demanding position requires an individual who can work alone, use initiative with proactive work practices and must possess the demonstrated abilities and track record to carry out the following functions:

- Primary responsibility is to ensure that the operational systems for the commercial & residential buildings (HVAC, electrical, plumbing, fire alarm, security, etc.) are operating at all times.
- Investigates the source of service calls/emergencies and deals with the situation or immediately contacts service providers to arrange repairs then follows up to verify repairs have been completed.
- Serves as the primary contact between the owners, tenants and contractors/service providers.
- Ensures and supervises access control to the buildings for tenants and service providers at all times.
- Manages the overall safety, security and maintenance processes and procedures for all properties.
- Maintains all documents, work or service contracts, logs, invoices, etc. relating to each property or building.
- Prepares budgets and oversees contracts.
- Assists the Gibbons Management Services Limited Facilities Team with other properties managed by GMSL.
- Must be able to respond to out of normal hours' alarms & emergencies and be on call 24/7.
- Will be required to work a Saturday roster.

## QUALIFICATIONS AND EXPERIENCE REQUIRED

- Minimum high school diploma or equivalent.
- 7-10 years' experience in a similar position or equivalent.
- Facilities certification or equivalent would be an asset.
- HVAC experience or knowledge preferred.
- Must be proficient in Microsoft Word, Excel and especially Outlook.
- Excellent written and oral communication skills.
- Strong analytic and problem solving skills, particularly in the trades (HVAC, plumbing, electrical).
- Excellent time management and organizational skills.
- Team player – ability to work with and support the GMSL Facilities Team.
- Must possess a clean record and have their own transportation.

## CLOSING DATE February 18th, 2018

Address your application to the attention of:  
General Manager – Real Estate and Facilities  
Only e-mailed applications will be accepted.

E-mail application to [jfaries@gibbons.bm](mailto:jfaries@gibbons.bm)

Only Bermudians or spouses of Bermudians need apply.

**GMSL**  
Gibbons Management Services Limited