



FACILITIES MANAGER

The Board of Trustees of the National Sports Centre is looking to hire a Facilities Manager (FM). This successful applicant will be responsible for the administration, planning, management and control of all functions necessary for the efficient and effective operation and maintenance of all facilities within the Bermuda National Sports Centre (NSC), utilizing in-house or out-sourced resources as appropriate. The duties will include condition surveys, as well as preparation of sketches and specifications, contract and tender documents. The NSC facilities include existing and proposed buildings, infrastructure and services (inclusive of civil, electrical and mechanical). The FM will execute the duties outlined in accordance with prescribed procedures, to established standards and as determined by the balance between need and available resources and within agreed policies and budgets.

Applicants must demonstrate a proven ability to administer and manage multiple projects and meet tight deadlines. Must possess exceptional computer skills with proficiency in various software applications, including but not limited to, facilities management, spreadsheet, word processing and database. Requires strong organizational, interpersonal, communication and analytical skills, including the demonstrable ability to make sound decisions based on available information. Also essential is a strong customer/client focus; excellent interpersonal skills and the ability to effectively communicate and manage relationships with diverse stakeholder groups.

Applicants should have considerable experience in Facilities Management and construction; an FM or engineering designation will be an advantage.

When carrying out the duties and responsibilities of this position, the successful candidate shall at all times, adhere to established policies and procedures; preserve the confidentiality of all information relative to the duties of this position and the National Sports Centre Trustees Act 1988, generally, and to work and co-operate with other staff members to achieve the objectives of the National Sports Centre.

Please apply no later than **August 6th, 2019** to Performance Solutions Limited, Suite 350, 48 Par la Ville Road, Hamilton HM 11.

Email: **hr@psolutions.bm**.

Phone: 441-232-5270