

## FACILITIES MANAGER

We are seeking the services of a reliable, suitably qualified professional to manage and coordinate all facilities management activities for our property.

### **Responsibilities will include:**

- Plans and manages the operation, maintenance and budgets of buildings, structures, grounds, infrastructure, fire suppression and detection systems, and compliance with regulatory requirements
- Reviews/develops an appropriate department structure, goals and objectives, policies and procedures with proper oversight of staff and contracted services to achieve cost effective long term solutions
- Manages the facilities work order system effectively

### **Requirements:**

- A graduate degree in engineering, preferably civil, mechanical or electrical or equivalent
- At least five year's full-time experience managing a facilities maintenance program, preferably in a hotel setting
- Superb organizational, analytical, interpersonal and communications skills
- Proficiency in using MS Office, specifically Excel. Thorough knowledge of facilities management applications
- BOMI certification or IFMA or Engineering designation preferably

**This position will require flexibility in work hours that includes weekend & public holidays.**

Applications must include a detailed resume with references, submitted under confidential cover to:

Elbow Beach Hotel, Human Resources Department, P.O. Box HM  
455, Hamilton HM BX

Email: [HumanResources@elbowbeachbermuda.com](mailto:HumanResources@elbowbeachbermuda.com)

Closing Date: August 29, 2019

*Elbow Beach is an equal opportunity employer.  
Elbow Beach is a drug free workplace.*