

JOB ADVERT - Details



Company:	Abbatt Property Recruitment
Role title:	Building Manager
Internal Reference Number:	042
Closing date:	
Salary:	£31,320 per annum
Working Hours:	
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	East London
Contact details for applications:	laurence.jarvis@abbatt.co.uk
Role description:	<p>Our client is looking for a Building Manager for a vibrant and growing neighbourhood that they've built in East London. The neighbourhood's unique offerings include residential buildings, retailer spaces, exciting events, and great community activities.</p> <p>The Building Manager is second in command to the Estate Manager and responsible for the effective and efficient management of the building and its people (staff, contractors, residents, guests, etc.).</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Manage building maintenance and service provider contracts • Ensure internal building and courtyard security is maintained at all times • Follow a Planned Prevention Maintenance (PPM) Schedule, ensuring lights, fire alarms, doors etc. are working as they should • Support staff (a team of 9, including: cleaners, estate operative and maintenance persons), ensuring the expected standards are met • Provide training to staff in relation to expected standards and quality of general cleaning and Health & Safety

	<ul style="list-style-type: none"> • Report all Health & Safety incidents, near miss's or accidents to the Assistant Facilities and Health & Safety Manager <p>Assist with any community activities taking place in courtyard areas</p> <p>About You</p> <p>We're looking for someone with a strong customer services focus and at least one year's experience in a building management role. Must have a minimum of 2 years' experience in a management position. You will also:</p> <ul style="list-style-type: none"> • Have a good command of the English language and be able to write reports • Be polite, courteous and have a smart and clean appearance • Be proficient with MS Office packages • Have a good understanding and working knowledge of Health & Safety <p>Salary: £31,320 per annum</p> <p>Location: Stratford</p> <p>Hours: Monday to Friday, 8am to 5pm</p> <p>Apply with your CV today.</p> <p>Unfortunately, if you've not heard from us within two weeks, please assume your application has not been successful on this occasion.</p>
<p>Company website (optional):</p>	<p>https://www.abbatt.co.uk/job-search/job-details/?id=building-manager-350393</p>