



## **FACILITIES MANAGEMENT EXECUTIVE (FULL-TIME / PART-TIME)**

As a facilities management executive for Lab Studios, you will be assigned an area where more than one studio is located. And your role is crucial in ensuring the smooth operation and maintenance of all facilities within the area of studio you are assigned to. You will be responsible for overseeing the management of various aspects related to the facilities, including:

### **MAINTENANCE & REPAIRS**

You will coordinate and supervise maintenance activities, ensuring that all equipment, machines, and facilities are in proper working condition. This involves conducting regular inspections, organizing repairs when needed, and implementing preventive maintenance schedules.

### **CLEANLINESS & SANITATION**

You will coordinate with cleaners and cleaning service providers to ensure that the facilities are clean, hygienic, and up to the desired standards. This includes developing cleaning schedules, conducting routine inspections, and addressing any cleanliness issues promptly.

### **BUDGETING & COST CONTROL**

You will play a vital role in managing the budget allocated for facility maintenance, repairs, and upgrades. This includes identifying cost-saving opportunities, negotiating contracts with service providers, and prioritizing expenses to optimize resources.

### **VENDOR & SUPPLIER MANAGEMENT**

You will be responsible for establishing and maintaining relationships with external vendors and suppliers. This may involve sourcing and procuring necessary equipment and supplies, negotiating contracts, and managing service-level agreements to ensure timely and efficient delivery.

### **PROJECT MANAGEMENT**

You may be involved in overseeing facility construction or renovation projects, ensuring that they are completed within budget, on time, and meet the desired quality standards. This includes coordinating with contractors, architects, and other stakeholders throughout the project lifecycle.

### **SKILLS & REQUIREMENTS:**

**To excel as a facilities management executive for Lab Studios, you need the following traits:**

- Strong organizational skills
- Attention to detail
- Problem-solving abilities
- Strong communication skills
- Excellent reporting and follow up abilities
- Leadership and team management abilities
- Flexibility and adaptability

**SEND YOUR CV TO: [contact@labstudios.com](mailto:contact@labstudios.com)**