Facilities Manager
We currently seek a high caliber Facilities Manager for a long-term basis within our client's team of experienced professionals. Based in Irvine, CA.

The Facilities Manager is primarily responsible for all aspects of site management for the corporate and regional offices as well as nationwide training centers. This includes managing multiple functions of building operations and maintenance, managing space planning, build-outs and real estate lease management for all locations.

Job Requirements
Facilities Management

- Develop, implement, and maintain a facility management program including preventative maintenance as well as life-cycle requirements.
- Manage, oversee, and facilitate all property related requests submitted via work order system.
- Direct contract resources from property Management Company.
- Directly responsible for facility services for corporate and regional offices and various training centers, partner with HEA to resolve escalated issues.
- Maintain comprehensive project status reports
- Provide prompt and clear communications of project status changes.

Contract, Budget & Vendor Management:

- Lead the negotiation of contract and lease terms with vendors, manage all submissions to the company's internal portal
- Responsible for ensuring contracts meet business needs and budget requirements.
- Responsible for budget management through oversight and reporting of monthly, quarterly and annual spending

Compliance Management:

- Implement the company safety program which includes OSHA compliance, IIPP, and safety training.

Risk Management/ Business Continuity:

- Lead the emergency preparedness program which includes training the team members and floor wardens as well as managing the business continuity team.
- Partnering with the Corporate Administration Manager to conduct emergency preparedness exercises and test against high-risk scenarios.
- Plan and coordinate business testing activities covering all plan phases, including exercise objectives, resource requirements, resource acquisition, usage, coordination and implementation of tasks and activities in support of the testing objectives. Partner with HEA to facilitate systems recovery to meet continuity objectives and recommend enhancements as needed.
- Collaborate on the data security measures being developed and implemented at the company to ensure information security standards and safeguards are in place regarding private and confidential information.
- Lead activities relating to business impact and threat analysis, identifying gaps in current operations and develop and maintain plans and processes to implement following a disaster or significant event that would disrupt business operations.

Physical Security:

- Manage all security strategies and functions which include monitoring the systems including alarms, badging systems, and cameras as well as managing the security force for the 24-hour campus security needs.

Qualifications:

- Bachelor's degree or equivalent work experience required.
- Facilities or project management certification preferred
- 5+ year's office management and support/business administration experience required.
- 10+ year's building facilities experience required.

- 10+ year's vendor management, compliance and/ or security management, or budget management required.
- Excellent communication skills, both oral and written.
- Ability to work with others, across departmental lines, to organize, maintain and control the various tasks assigned.

Other Requirements

- Work schedule is 100% in-office
- May need to work additional hours outside of normal business hours as required by the job, including weekends or holidays
- Ability to concisely communicate project and program status
- Perform other duties as assigned

*****Notice to Candidates:** Background checks are carried out as part of any conditional offer made, including (but not limited to & role dependent) education, professional registration, employment, references, passport verifications and Global Watchlist screening**.**

To be Considered Candidates: Must be authorized to work in the USA without sponsorship***

Employment Type: Direct, Permanent

Location of Position: Irvine, CA

Location Type: Office (On-site position)

Generate Personnel is an Equal Opportunity Employer that recognizes the value of a diverse workforce. Employment decisions are based on job related criteria and not on the basis of any unlawful criteria. We ensure equal access to employment opportunities, services, and programs.

Must have legal right to work in the United States. We thank all applicants for their interest; however, only those selected for interviews will be contacted.