

# MATCHES

## Job Description

<b><u>Job Title:</u></b>	<b>Facilities and Security Manager</b>
<b><u>Department:</u></b>	<b>Facilities</b>
<b><u>Reporting to:</u></b>	<b>Chief Financial Officer</b>

### **Key Objective:**

Overall responsible for the day-to-day facility and security related operations, with budget accountability. A primary focus of the role is to ensure that the property portfolio of Matches Ltd is secure and maintained to a standard that is affordable and is continually improved to meet the growing needs of the Business.

### **Main Duties & Responsibilities**

- Report and make recommendations to Senior Management regarding project and management strategies as it relates to business facilities and security processes
- Ensure implementation of effective facility and security management policies across the business; act as first point of contact regarding the same
- Review and manage all operational management systems including preventive and corrective maintenance, term contract works, unscheduled maintenance
- Collaborate with HR to develop an on-going programme to ensure employee awareness and compliance to Company Health & Safety, and Environment and Security policies
- Manage property leases and ensure that documentation of the same is in order; manage and negotiate all aspects of property with Landlords in consultation with the company solicitors
- Prepare and maintain building capacity data, continually plan ahead for changes in business activities that will impact the property portfolio
- Plan and manage office upgrade works, ensuring that work is progressing as planned, cost is kept within budgets and work quality is of expected standard
- Negotiate with service providers and contractors to effect cost reductions
- Company insurance administration
- Manage Head Office reception and reception staff, to include overseeing stationery orders, business card processing
- Manage maintenance, security guards; mail, archiving, cleaning, catering, waste disposal and recycling across the business
- Oversee and continually ensure compliance and safety related to company vehicles and assets
- Prepare, implement and maintain a disaster recovery plan for all business locations
- Ensure that all "Consumable" items in the Business to be procured centrally and distributed by Logistics
- Any other duties as reasonably requested

## **Essential Skills and Experience**

- At least 10 years relevant experience, preferably in multi-site retail environment
- Proven ability to work toward stringent deadlines
- Ability to communicate business decisions and changes to working practices clearly
- Ability to demonstrate a professional and objective perspective at all times
- Capable of working under pressure in a fast-paced environment
- Flexible and adaptable approach to shift patterns and hours of work, ability to work flexible hours from time to time
- Excellent negotiation skills
- Excellent commercial and financial awareness
- Finely tuned political awareness and excellent communications and interpersonal skills
- Confident in presentation skills, both internally and client-facing
- Ability to build fast and credible relationships with Senior Management and clients; ability to challenge and influence when necessary
- A 'can-do' attitude and resilient character with the ability to manage expectations
- Ability to work autonomously and as part of a team
- Educated to Degree level, preferably in Engineering