# Job Description

**Job Title:** Facilities and Security Manager  
**Department:** Facilities  
**Reporting to:** Chief Financial Officer

**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