

## Facilities Manager

The Facilities Manager will play a key role in overseeing overall facility operations, with a commitment to providing optimal experiences to our members.

### Goals & Objectives:

- Work closely with the Site Director and Lab Head to optimize the operational efficiency and P&L for the site
- Work with contractors and landlord representatives to maintain laboratory building systems
- Help drive the success of operational support staff and coordinate vendor services efficiently
- Help structure effective training programs that enables team members to onboard quickly and successfully
- Support IT infrastructure

### Duties & Responsibilities:

#### Process Management and Business Insights

- Manage and record key processes to optimize laboratory facility operations, including initiation, review and execution of policies designed to optimize member experience
- On an ongoing basis audit key business processes and recommend improvements

#### Security Management

- Oversee security policy and procedures as needed
- Work collaboratively with IT consultants to develop a Business Continuity Plan
- Ensure all fire, health and life safety regulations are being followed
- Serve as (Backup) Emergency Coordinator. Participate in implementing safety program and Emergency Action Plan.

#### Facilities Management

- Manage legal & compliance issues relative to building operations to ensure Biolabs is operating within compliance of all local applicable laws
- Oversee janitorial strategy based on local regulations and requirements
- Interface with landlord, developers, construction workers and property management as needed to ensure smooth facilities operations
- Responsible for mechanical equipment in the laboratory areas
- Oversee HVAC, water system, and other facilities maintenance contracts
- Work with Lab Head to ensure the cleanliness and functionality of the tissue culture labs and lab equipment.

### **Qualifications:**

- Minimum of 10 years of experience in facilities, property management or other relative field
- Strong understanding of shared work environments, building systems and cross-functional teams
- A true leader. One who can inspire others to take action and be their best
- Strong written and verbal communication
- Experience presenting to executive level stakeholders to receive the necessary resources for success
- Knowledge in IT infrastructure
- Multiple languages a plus
- Proficient in all Microsoft Office applications
- Excellent communication and project management skills

### **Education**

- BA/BS, preference for Bachelor of Science Degree, but not required