

Facility Manager

Description

Tenece Holdings Ltd is the group company of our businesses that cut across (6) distinct sectors. At the core is our technology vertical, Tenece Professional Services. We are registered under the laws of the federal government of Nigeria.

Job Overview:

We are looking for a highly organised, detail-oriented, and proactive **Facility Manager** to join our growing team. The successful candidate will be responsible for overseeing and managing all aspects of building and asset operations, ensuring that our facilities are safe, functional, and well-maintained. This role plays a vital part in supporting the smooth and efficient running of our operations by managing physical assets; from infrastructure to services, ensuring each facility provides an optimal working environment. The Facility Manager will also be responsible for maintaining a clean, secure, and productive workspace that enhances employee well-being and organisational efficiency.

Responsibilities

- Prepare and implement maintenance strategies, project budgets and timeframes.
- Plan and run routine maintenance inspections.
- Ensure that the maintenance of all building facilities adhere to proper safety standards and cleaning procedures.
- Monitor interior and exterior areas of building for cleanliness and general conservation.
- Plan and manage maintenance work as needed as well as the contracts and vendors.
- Maintain equipment and building provisions to meet health and safety requirements.
- Supervise facilities staff and communicate with external contractors and vendors.
- Handle all facilities-related insurance contracts.
- Keep building and all facilities up to code and accurately follow maintenance protocol.
- Ensure compliance with regulations and promote activities that contribute to sustainability and risk management.
- Allocate resources effectively and fully utilize assets to produce optimal results.
- Implement strategies in alignment with strategic initiatives and provide a clear sense of direction and focus.
- Share a trusting relationship with workgroup and recruit, manage and develop facility management staff, whenever the need arises.
- Commit to building or workplace safety procedures.
- Develop systems and processes that track and optimize functionality, standards, metrics and performance targets to ensure effective return on assets.
- Influence and learn from subordinates.
- Stay up to date with latest facility management best practices and concepts.

Qualifications

- Master's Degree in Facility Management (or Bachelor's Degree or Higher National Diploma at the minimum in Industrial Engineering, Civil Engineering, Industrial Management, Logistics, or related field).

Hiring organization

Tenece Holdings Limited

Employment Type

Full-time

Job Location

Enugu, Nigeria

Date posted

June 10, 2025

- Membership of Facility Management Association and Certified Facility Manager (CFM) credential, or equivalent.
- Proven 5 years' work experience as a Facility Manager especially in the hygiene and baby products or manufacturing space.
- Experience in planning and maintaining facility budgets.
- Proven managerial or supervisory experience.
- Detailed knowledge of facility management and manufacturing operations.
- Adequate knowledge of business and management principles (budgeting, strategic planning and resource allocation).
- Familiarity with industry standard for facility management.
- Be knowledgeable of safety, quality, productivity, inventory and stewardship processes.

Required Skills

- Advanced mechanical and plumbing skills.
- Knowledge of HVAC and other building systems.
- Strong management and leadership skills.
- Effective communication skills.
- Proficient in all Microsoft Office applications.
- Excellent time management and multitasking skills.
- Great leadership and problem-solving skills.
- Multitasking and time-management skills.
- Ability to display accountability and to lead by example.
- Strong team building, decision-making and people management skills.