



<https://tenece.com/job/facility-manager/>

FACILITY MANAGER

Description

The Facility Manager is responsible for the day-to-day management, maintenance and reliability of the Chloe factory, offices, warehouses and other assigned Tenece Group facilities in Enugu. The role ensures facilities, utilities, security, support vendors, assets and infrastructure are safe, functional, compliant and cost-effective. The Facility Manager provides the facility services required by plant operations and works closely with the Head of Operations on operational priorities, while retaining direct ownership of facility execution, vendor management, utilities administration, security and facility-related controls.

Responsibilities

Facility Operations & Maintenance Management

- Manage the day-to-day operations and upkeep of offices, warehouses, Chloe factory and other assigned Enugu facilities.
- Ensure all facilities are clean, functional, safe and properly maintained.
- Coordinate preventive and corrective maintenance for electrical systems, plumbing, lighting, generators, fire protection systems and other critical facility infrastructure.
- Maintain a facility-issue register and ensure maintenance requests are resolved within agreed service timelines.

Preventive Maintenance & Downtime Reduction

- Develop and implement preventive maintenance schedules for all critical facility assets and infrastructure.
- Track recurring maintenance issues and initiate corrective actions to reduce breakdowns and service interruptions.
- Ensure critical facility systems and utilities are available to support plant and office operations and promptly escalate major risks.

Health, Safety & Facility Compliance

- Conduct routine facility safety inspections and risk assessments in collaboration with HSE.
- Ensure compliance with fire safety requirements, workplace safety controls, environmental requirements and applicable facility standards.
- Track facility-related audit and inspection findings and ensure corrective actions are closed within agreed timelines.

Hiring organization

Tenece

Employment Type

Full-time

Job Location

Enugu, Nigeria

Date posted

August 17, 2026

Vendor & Service Contract Management

- Manage facility-related vendors and service providers, including cleaning, security, maintenance, waste management and other support services.
- Monitor vendor service quality, SLA compliance, cost and issue-resolution performance.
- Support vendor selection, evaluation, renewal and performance reviews in line with Company procurement and contract-management requirements.

Asset & Infrastructure Management

- Maintain an updated register of facility assets, infrastructure and support equipment across assigned Enugu locations.
- Ensure proper use, tracking, maintenance and safeguarding of Company facility assets.
- Conduct periodic condition assessments and recommend repair, replacement or upgrade where required.

Security & Access Control Management

- Oversee facility security operations, including access control, visitor management, CCTV monitoring and parking coordination.
- Coordinate with security personnel and relevant stakeholders to maintain a safe and controlled work environment.
- Escalate security incidents and ensure corrective and preventive actions are implemented.

Business Continuity & Emergency Preparedness

- Ensure backup power systems, emergency response arrangements, fire equipment and contingency resources are functional and periodically tested.
- Support emergency-preparedness and business-continuity reviews for assigned facilities.
- Maintain records of critical facility risks and ensure appropriate escalation and follow-through.

Cost Control & Budget Management

- Monitor facility-related expenses, maintenance costs, vendor costs and utility usage.
- Prepare facility budget inputs and track spend against approved budgets.
- Identify cost-saving opportunities without compromising safety, quality, service availability or operational effectiveness.

Sustainability & Environmental Initiatives

- Promote energy efficiency, waste reduction, recycling and responsible use of facility resources across Enugu locations.
- Track utility-consumption trends and recommend practical actions to reduce avoidable waste and cost.

Reporting & Stakeholder Coordination

- Submit periodic facility reports covering maintenance status, vendor performance, safety issues, asset condition, cost concerns, risks and action updates.
- Work closely with the Head of Operations to prioritise and address plant-related facility requirements while coordinating other Enugu facility needs through Shared Services.
- Coordinate with HSE, Admin, Procurement, Finance, Engineering & Maintenance and other stakeholders to resolve facility-related issues.
- Maintain action trackers and ensure agreed facility actions are completed within timelines.

Qualifications

Education & Experience

- Bachelor's Degree or HND in Facility Management, Engineering, Building Technology, Estate Management or a related discipline.
- Relevant professional certification in Facility Management, HSE, Project Management or a related field is an advantage.
- Minimum of 5-7 years' relevant experience in facility, infrastructure or administrative operations, preferably within a manufacturing or multi-site environment.
- At least 2 years' experience coordinating vendors, maintenance activities, security and/or facility support teams.

Skills & Competencies

- Facility Operations & Maintenance Management
- Preventive Maintenance Planning
- Vendor & SLA Management
- Health, Safety & Facility Compliance
- Asset & Infrastructure Management
- Security & Access Control
- Business Continuity & Emergency Preparedness
- Budgeting & Cost Control

- Utility Management & Cost Optimisation
- Problem Solving & Incident Resolution
- Stakeholder Coordination
- Reporting, Documentation & Action Tracking