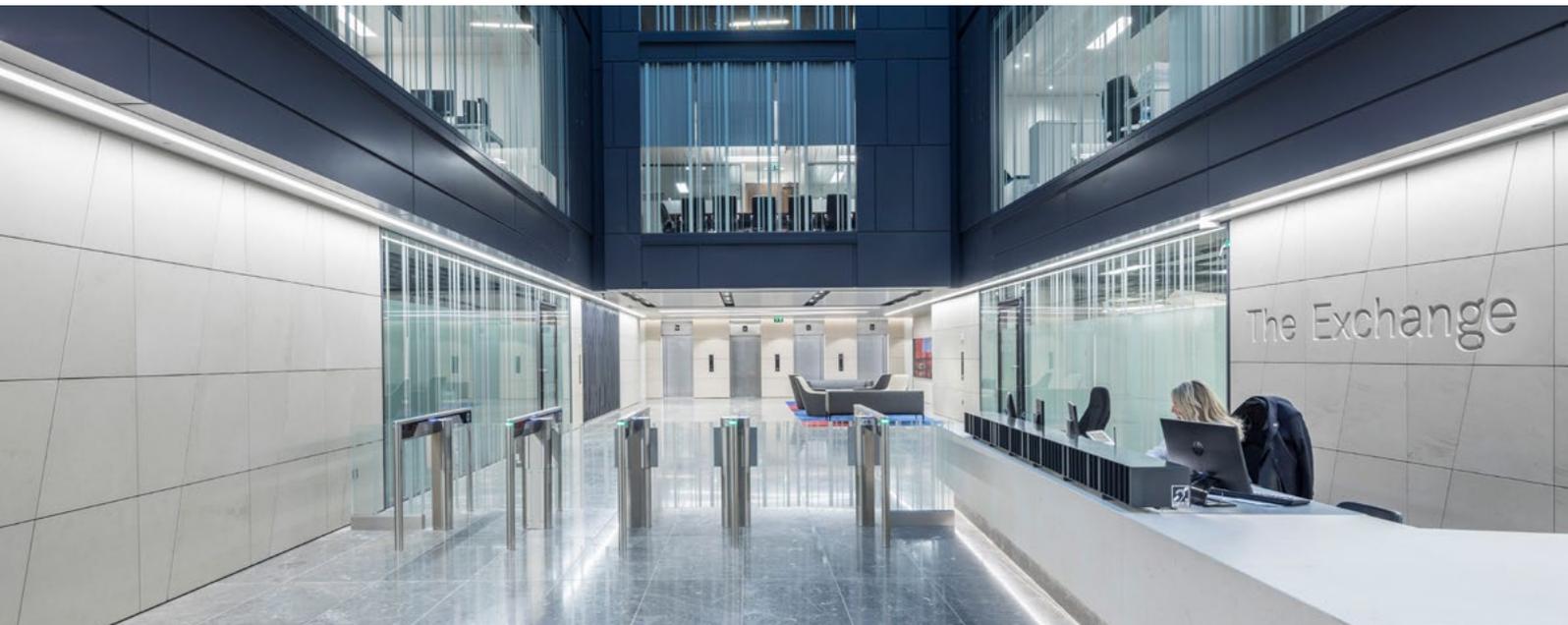


WE ARE HIRING

BUILDING MANAGER



We are proud to be one of Dublin's largest real estate owners, and with scale, comes the opportunity to shape our city. Our buildings form the cornerstone of neighbourhoods that enhance business life, and are always inclusive, vibrant communities for all. As a generational investor, responsible investing is in our nature.

Our long-term outlook guides us as stewards of our neighbourhoods and means we are committed to creating places that endure economically and socially.

IPUT Asset Services Limited is a wholly owned subsidiary of IPUT plc and has an existing team of experienced, professional property and building managers who strive to achieve the highest level of service and facilities management.

IPUT Asset Services Limited is now seeking an experienced Building Manager for a high profile multi let office in Dublin city centre.

Responsibilities

Reporting to the Senior Facilities Manager, and working as a key member of the Portfolio Management Team, the role will involve:

- Leading and overseeing all aspects of building management (including front of house and facilities management) to ensure the highest standard is maintained in line with our asset services strategy;
- Proactive energy, waste and water management to meet IPUT's net zero carbon target by 2030;
- Develop and deploy a building strategy that drives innovation and reduces environmental impact throughout the building's lifecycle;
- Pro-active building management to ensure enhanced occupier and visitor experience;
- Acting as the key point of contact for occupiers on building management matters;
- Lead and drive improvements in our buildings through the delivery of our hard and soft FM supply chain;
- Managing third party contractors and agents;
- Conducting regular building checks and overseeing all maintenance and repair works;
- Pro-active communications with occupiers and other key stakeholders on building management matters;
- Working with the Asset Services team to deliver on ESG objectives;
- Reporting on key building metrics on a regular basis.
- Proven track record in customer service and pro-active occupier management with strong attention to detail;
- Excellent communications skills (both written and oral) and a strong command of the English language;
- An engineering / M&E background would be advantageous;
- IT literate (MS Office suite) with an interest in technology and willing to embrace and implement new IT systems;
- Excellent organisational skills with experience of multi-tasking and prioritising;
- Strong team player;
- Flexible, positive approach to work.

Personal Profile

- At least 5 years building management experience in a corporate multi let office environment with sole responsibility for the management of the building;

This is a full-time permanent role with IPUT Asset Services Limited and comes with an attractive remuneration package.

If you are interested in applying for this role, please email a cover letter together with an up to date CV to careers@iput.com