

# CAREER OPPORTUNITY

## SENIOR FACILITIES 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 is seeking a Senior Facilities Manager with experience in managing multi-let properties, to be part of a growing team directly managing the IPUT portfolio of multi-let buildings.**

### Responsibilities

Reporting to the Head of Asset Services, and working as a key member of the portfolio management team, the role will involve:

- Management of a portfolio of IPUT multi-let office properties to the highest standard to enhance occupier experience in line with the IPUT brand.
- Proactive day-to-day building management including an on-site presence to promote strong working relationships with building management teams, occupiers and third-party advisors.
- Budget and financial management, including procurement and oversight of all services and service charge financial reporting.
- Manage all service and contractor related agreements and delivery including service level agreements.
- Responsibility for site services risk management and compliance with all statutory requirements.
- Management of occupier engagement and wellbeing programmes.
- Constantly pursue enhanced building sustainability with a focus on energy management strategies.

- Liaising with the IPUT development team on refurbishments and new developments.

### Personal Profile

- Previous experience (minimum 7 years) and related qualification in commercial property or facilities management.
- Experience in managing medium to large scale property portfolios, including multi-let office buildings, and a strong awareness of building service charges.
- Experience in the procurement of hard and soft facilities management services including preparation of detailed tender documentation and general budget and financial management.
- Excellent project management skills with a proven track record in managing third party providers.
- Experience in managing buildings in-line with Environmental, Social & Governance and Health & Safety principles and best practice.
- Excellent organisational skills and report writing ability with a strong focus on financial management and analysis.
- Full clean drivers licence.

### IPUT AT A GLANCE

#### Number of Properties

92

#### Portfolio Value

€3.1bn

#### Total Portfolio Size

>5m sq ft

#### Number of Tenancies

247

**Click here to view our portfolio**



This role comes with a very attractive remuneration package including bonus, pension and private health insurance.

**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](mailto:careers@iput.com)**

**IPUT** REAL ESTATE  
DUBLIN

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