

# Office and Facilities Manager

DEPARTMENT: R & D

## ABOUT THE ROLE:

The Office and Facilities Manager will be responsible for managing and co-ordinating the physical facility infrastructure, ensuring a smooth operation whilst supporting teams with the necessary resources. Playing a crucial role to build team effectiveness, the Office and Facilities Manager will provide comprehensive day-to-day administrative support to a dynamic, in-house multi-disciplinary team. Collaborating closely with Heads of Departments and Groups Leaders, the Office and Facilities Manager will be instrumental in optimising productivity through effective planning, forecasting and resource management, ensuring that departmental demands align seamlessly with deadlines and overarching objectives.

## RESPONSIBILITIES:

- Act as the point of contact for departmental administration, facilities management and planning related activities, ensuring effective communication and collaboration.
- Collaborate closely with relevant internal and external stakeholders to deliver an exceptional standard of infrastructure maintenance throughout the Research & Development building portfolio.
- Effectively communicate internally to the team and to middle management whilst forming a strong working relationship with external stakeholders.
- Maintain databases and update regularly. Maintain all relevant records in accordance with procedures.
- Assist with the implementation of all office related changes to processes, methodology, environment and practice within the department in a positive supportive manner.
- Support the departmental managers on day to day activities, including the organisation of people and processes; allocating and prioritising tasks and activities to maximise effectiveness.
- Monitor and oversee team training to ensure the achievement of the skills objectives and training requirements, to fulfil current and future business needs.

## ABOUT YOU:

- Knowledge and qualification in Business Administration, Business or Operations Management or relevant specialised field, short of a degree level or relevant knowledge through work experience. (NVQ Level 4)
- Demonstrable experience of working successfully in a similar role, supporting a technical department in a manufacturing environment.
- Demonstrable success of collaborating, supporting and providing guidance to a multi-disciplinary team of professions and specialists working to critical deadlines.
- Experience of effectively influencing all levels of management.
- Experience of working within a high-volume, competitive business environment.
- Knowledge of the principles of office and facilities management.
- Experience with interacting with external suppliers / customers.
- Experience of successfully managing projects.

**Closing Date: 05/04/2024**

**SALARY: £36,900 - £49,964 p.a DOE**

How to apply: Please send your CV and Covering Letter to [jobs@numatic.co.uk](mailto:jobs@numatic.co.uk)