

JOB VACANCY ANNOUNCEMENT

ประกาศรับสมัครงาน

The LFIB (Lycée Français International de Bangkok) is looking for a full-time Facility Manager who is available to start in October or November 2021.

Please send CV and motivation letter to recrutement@lfib.ac.th as soon as possible and before October 31, 2021. Job interviews will be proposed each week until the successful candidate is identified.

Responsibilities:

1) Facility Management

- To contribute to school decisions regarding premises management and development.
- To maintain the premises in a safe and healthy condition and to a high standard.
- To be responsible for the planned preventive maintenance and ad hoc maintenance and upkeep of the premises and equipment including required safety checks. To propose whether maintenance can be undertaken in-house or by commissioned contract services.
- To be responsible for keeping stock records of all equipment and tools within the sphere of responsibility. To be responsible for the ordering and checking of invoices and monitoring of budgets.
- To manage all aspects of any building projects and maintenance work undertaken on the school premises.
- To be the client-side link with contracting staff, contribute to specifications, monitoring and review of all major contracts and services.

2) Staff Management

- To draw up maintenance schedules and set routine programs of work for cleaning staff, premises and grounds maintenance staff to ensure consistently high standards of hygiene, cleanliness, upkeep and safety of all school buildings and premises.
- To be responsible for management of all premises and ground maintenance staff, to identify their training needs and take part in their recruitment with the Headmaster.

3) Security and risk management

- To be proactive for all technical aspects of risk management, ensuring risk assessments are completed and necessary checks are in place to meet all audit requirements.
- To be proactive for the overall security arrangements of the premises including ensuring that staff are aware of the procedures on security and the use of alarm systems.

Qualifications:

- Thai nationality
- Good organizational skills / Time management / Ability to prioritize and organize own workload / able to work to deadlines
- Knowledge of Mechanical and Electrical systems
- Excellent written and spoken English
- Knowledge of French would be an asset
- Proven skills in communication with people from a variety of cultures
- Proven success managing a team
- Capacity to quickly learn about all aspects of the school
- Ability to search for solutions to seemingly complex issues
- Ability to work effectively both in collaboration with other professionals/teams and also on own initiative