



**First Global Bank Limited, a wholly owned subsidiary of GraceKennedy Limited, invites applications for the following position:**

## **Facilities Manager**

### **WHAT YOU'LL DO ...**

- Responsible for the management and maintenance of all FGB facilities, motor vehicles, equipment, machinery and other fixed assets, in line with company policies and guidelines.
- Develop, implement and review policies and procedures for maintenance of facilities and equipment.
- Negotiate service contracts with providers while ensuring that the company is getting the best value for money.
- Develop and implement Planned Preventative Maintenance Programmes (PPMP) for inventor of equipment and machinery to include but limited to standby generators, air conditioning systems, uninterruptible power supply (UPS) and motor vehicles.
- Manage all modifications, installations and upgrades to the power infrastructure.
- Act in the capacity of Disaster Preparedness Officer.
- Oversee all new and expansion projects, renovations or refurbishments - Liaise with stakeholders as necessary to ensure that work is completed within contracted timeframe and budget.
- Maintain and monitor inventory of fixed assets at facilities.

### **DO YOU HAVE ...**

- Experience monitoring performance of suppliers and assessing claims
- BSc. in Engineering with technical training in plant engineering/plant management/procurement or equivalent qualification.
- Experience creating and implementing disaster preparedness plans
- Minimum of five (5) years relevant work experience
- Working knowledge of electrical and mechanical systems, building renovation or refurbishment
- Experience coordinating Preventative Maintenance Programmes (PMMP)

### **WHAT YOU'LL BRING**

- Excellent negotiation and decision making skills
- Strong analytical skills
- Problem solving and conflict resolution skills
- Ability to meet stringent timelines
- Excellent communication skills and highly developed networking skills
- Project-oriented skills

### **WHAT YOU CAN EXPECT**

- The opportunity to join a company that recognizes the driving force of our success is our people.
- To enter a customer-centric culture centered on service excellence, creativity and innovation.
- To become a part of an experienced team; the best and brightest in the industry.
- To join a solid group of companies where your career growth and personal development are of utmost priority.
- Mutual respect, teamwork, recognition, open communication and empowerment.

Interested persons who meet the stipulated requirements are invited to submit resume and cover letter to [fghrd@gkco.com](mailto:fghrd@gkco.com) by **Friday October 5 2018**.

**The Human Resources Department  
First Global Bank Limited  
5<sup>th</sup> Floor  
2 St. Lucia Avenue,  
Kingston 5**

**FGB thanks all applicants for their interest, however only those under consideration will be contacted.**