



Facilities Manager – Job Description

Wallacespace provides brighter thinking spaces for off-site meetings, training, workshops and events. Founded in 2002, we now have 4 beautiful buildings in Central London, each welcoming up to 200 clients per day. The success of our business is rooted in the strong relationships we have with our clients. Beyond the spaces we offer, we aim to delight with our can-do attitude and proactive service. Everyone who works at Wallacespace shares this objective; our whole being is client centric.

Facilities

- Taking ownership of your building and keeping it looking its best for clients.
- Organising PPM schedules
- Project management

Tech

- Managing our Hybrid Tech packages on a daily basis which includes correct set ups, presentation & performance to an excellent standard during the day
- Tech support for clients in advance of event day and on the day
- Excellent AV knowledge
- Researching new tech
- Management & training of tech

Communication with external providers / Client Experience

- Managing our external contractors
- Working closely with our IT contractor
- Delighting clients every single day
- Collaboration with client services & caffè team

Health & Safety

- Supporting the Head of Facilities with all things H&S related
- Completing H&S daily checks
- The responsible person in emergency situations i.e fire evacuation etc
- Ensuring your building is H&S compliant at all times in all areas
- Providing risk assessments
- Ensuring our colleagues and clients are safe at all times

Facilities Accountability / Responsibility

- Supporting the Head of Facilities with PPM & facilities administration for the buildings
- Mentoring and supervising Facilities Assistants
- Covering other buildings when required and having a good base knowledge of the rest of the estate
- Supporting with training and induction of new starters
- Procurement
- Flexibility

About the role

You will be the go-to person for all cleaning issues, always keeping our spaces tidy. You will work closely with the other Facilities Assistants, take direction from the Building Services Co-ordinators & Centre Managers, and report into the Head of Facilities & IT.

About you

- A minimum of 2 years' experience as a Facilities Manager
- IOSH qualification
- Experience with tech set ups and Hybrid technology
- Enjoys a technical challenge
- Must be organised and patient
- Proof of previous multi project-based tasks
- Excellent troubleshooting skills
- Problem solver with endless common sense
- Positive, can-do and do-do attitude
- Friendly, approachable & client centric
- Must be flexible



We love people who never use the words 'it's not my job'. If this is you, come and work for one of the leading brands in venues and conferencing.

Desirable skills

- IT knowledge
- Server Management

What we offer

- Free Lunch – who said there's no such thing? At wallacespace our food is designed to help our clients stay focused + more productive, so we'd be missing a trick if we didn't share it with our teams.
 - Discretionary bonus scheme
 - Life assurance + Pension scheme
 - Access to travel loans + the cycle to work scheme
 - Excellent opportunities for progression and the advantage of working with great people in a unique environment
 - An opportunity to engage with industry leaders and FSTE 100 businesses
 - Access to internal and external training and career development
- great,

To note

- In addition to some great day to day benefits, a Facilities Manager will also receive: £26k - £30k per annum (depending on experience)
- 25 days holiday per annum + 8 annual bank hols
- We welcome applicants from all backgrounds. You will be required to provide proof of your continuing right to work and live in the UK. Unfortunately, there are no sponsorship opportunities.