

Careers



Buildings Manager

Full-time, based in London

As CST's Buildings Manager, your primary focus is to oversee the safety and maintenance of Shield House and ensuring that this property is compliant with all applicable regulations. In addition, recommending and coordinating improvements to the property as needed to ensure a safe, function and attractive space.

The role works closely with the Director of Finance and Administration, the Compliance Officer, the Health and Safety Office, the external building management company and other key personnel.

Your key responsibilities for this role are as follows:

GENERAL DUTIES:

- Maintaining a safe environment with proper lighting, signage and disability access
- Drafting and updating emergency plans and evacuation procedures
- Assist in the coordination of maintenance procedures, service contracts and contractors on site, including the full compliance of and checking of Health and Safety legislation, regulations and best practice of contractors.
- Assist with the liaison and management of contractors and their representatives to include, ensuring all assignment instructions are maintained and up to date
- Contracting professionals for repairs as needed
- Arranging for building improvements
- Overseeing contractors and inspecting completed jobs
- Resolving complaints, problems and requests from building tenants
- Maintaining records of tenants
- Inspecting the building frequently for signs of damage or wear

MAINTENANCE DUTIES:

- To carry out all general maintenance works and repairs
- Assisting with leaks and floods in the common part areas
- Assisting with lift breakdowns
- Assisting with rubbish distribution
- Changing of lightbulbs
- Painting and fixing cracks in walls.

The ideal candidate should have:

- Excellent communication skills with a natural ability to build strong relationships
- Exceptional problem-solving skills with a persistence to see issues resolved
- Superb organiser with a professional and mature manner
- Proactive and results orientated with the determination to see projects through from start to finish
- Customer orientated and understands the urgency of replying to customer requests in a timely fashion

Applicants are invited to submit their CV together with covering letter to careers@cst.org.uk, writing **Buildings Manager** in the subject heading. Closing date for applications: 31 March 2020 but may close earlier if a suitable candidate is found.