



CAREER OPPORTUNITY FACILITIES OFFICER

The National Petroleum Corporation is seeking to recruit a results-oriented individual as Facilities Officer on a fixed-term contract.

Primary Objective

The Facilities Officer will have responsibility for overseeing and controlling the functions, operations and activities of the corporate assets and for overseeing all activities related to property management.

You will need to possess

- A degree in Management, Business Administration, Finance or another related field of study.
- Five years' experience in commercial / industrial property management.
- Comprehensive experience and familiarity with a diverse range of property types.
- Excellent analytical, negotiation and communication skills.
- The ability to manage complex projects and to multi-task while meeting deadlines.
- Excellent organizational skills and a high degree of accuracy and attention to detail.
- A strong knowledge of all relevant health and safety legislations and requirements and the ability to adhere to risk assessment procedures in order to ensure compliance with all relevant legislation.
- The ability to work both independently and in a team environment.
- Knowledge of construction techniques and terminology.
- Proficiency in Microsoft Suite.
- A valid driver's license.

You will be required, among other tasks, to

- Be responsible for facilities maintenance, corporate cleaning services, grounds maintenance, air conditioning etc. and monitor onsite and satellite site building maintenance and management and access control systems.
- Be responsible for review and maintenance of corporate facilities and maintenance policy.
- Co-ordinate all premises work and engage the necessary service providers to include planned and responsive maintenance, refurbishment, re-decoration and office moves and the provision of furniture and office equipment.
- Analyze and make recommendations and lead execution on lease negotiations, property management and capital improvement programs.
- Review and make recommendations to maintain building integrity and maintain accurate records as required.
- Establish operating goals for properties, monitor performance through budgets, monthly operating and financial statements, lease reviews and conduct periodic site visits and ensure key areas of focus are adequately managed.
- Be responsible for vehicle fleet management and assist with optimization of asset management and business processes.
- Manage the corporate insurances portfolio inclusive of, but not limited to, vehicles, property, asset, employers and public liability.
- Oversee internal property and asset management projects including interfacing with on-site contractors as required.
- Assist with the process of real estate property document recordation as appropriate.
- Oversee the reception function and be responsible for the purchase and distribution of staff uniforms, office equipment and stationery and be responsible for the development of requests for quotations, invitations for bids, requests of proposals and other procurement actions relating to core and any other related functions.
- Assist with the compliance of existing Health and Safety policy and safe working practices and follow through any changes to the disaster recovery/business continuity plan.
- Review and respond to tenant requests for maintenance of building components and engagement of vendors and support the lease compliance function for assigned properties, including financial reporting, insurance, environmental and property condition requirements.
- Participate in site-level property inspections and reporting as required by company policy.

Deadline for Applications

Applications should be emailed to hrdepartment@npc.com.bb with the subject line "Vacancy – Facilities Officer" no later than **Friday, May 31 2024**.

Only suitable applications will be acknowledged.