



VACANCY NOTICE

Job Title:	Facilities Manager
Sertec Site:	Tyseley
Hours:	Full time – 39 hours per week (day shift)
Reporting To:	General Manager

Main Purpose of The Position:

Design, review and implement new processes or improvements in the operations or construction of a manufacturing facility. Analyse material and labour costs, set procedures and standards, review construction or production bids.

Key Requirements:

- To be responsible for operational management of hard and soft FM services within a manufacturing environment.
- Write specifications for facilities within the site and meet with potential suppliers to provide quotations supporting the Purchasing team when necessary.
- Provide day to day management to the on-site external contractors.
- Act as first point of contact for all facilities management queries on site, and deal with these in an efficient and timely manner.
- Ensure the highest standards of health and safety are maintained on site.
- Train technicians/operators in use of new equipment and processes relating to the facilities management.
- Ensure the manufacturing facilities are available in a timely manner to support the plant.
- Understand and comply with Health, Safety and Environmental policies & procedures
- Knowledge of Automotive procedures regarding quality management, measures and tools for quality improvement.
- Has knowledge about the requirements of the IATF 16949/ISO9001 management system.
- Previous facilities management experience.

The above list is not the definitive scope of works. Some tasks or responsibilities may be required to maintain the project.

How To Apply:

Please apply for this vacancy via email attaching a CV, stating the reason you are applying and why you feel you would be suitable for this position. Please note only electronic applications will be considered and a copy of the full Job Description available upon request. Please note, if invited for an interview, please, out of courtesy, make your current line manager aware.

This can be sent to Rachel.Starkey@Sertec.co.uk

Closing Date:

Friday 5th August 2022

“Sertec strive to create a welcoming and collaborative environment where all our employees can bring their authentic selves. We show respect and care towards one another and work together to create a safe and collaborative environment where all thoughts and opinions are welcome.”