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Facilities Manager

One Avenue are looking for an experienced and clinical Facilities Manager to join our growing operations department. One Avenue is home to hundreds of businesses across the heart of London, but we have only just begun our expansion, with plans to increase the offices within our collection, providing workspaces that value, support and reflect businesses. As a One Avenue Facilities Manager, you will play a crucial role in working with contractors and suppliers to achieve quality and durations targets for facilities projects, all while ensuring a safe working environment. One Avenue bring hotel hospitality to the serviced office industry, with the finest personalised service and bespoke offerings, think of us as the Four Seasons of the office world.

If you are interested in advancing your career in a fast-growing, profitable and award-winning company, then read on...

What We Offer You:

We understand the importance of our employees, which is why we show our appreciation in a number of ways...

Monetary Benefits

- Competitive salary
- Enhanced pension scheme

Progression Benefits

- Promotional prospects to directorship level
- Lead a growing department, shaping the future of the One Avenue brand
- Opportunity to join the operational board, being instrumental in shaping the future of the business
- Training and career development events
- Enrolment on the One Avenue Academy

Wellbeing Benefits

- Employee Assistance Programme with 24/7 mental health support
- Complimentary access to on-site gym with a private personal trainer

Social Benefits

- Discounts with partnership companies, including luxury hotels and restaurants
- Annual employee weekend getaway
- Regular social celebrations

What You Will Do:

As a Facilities Manager your main objective is to develop and streamline One Avenue's facilities, across health and safety, technology and environmental processes, creating a cost-effective operational team, while maintaining One Avenue's luxury brand positioning to provide the highest quality service. You will work to manage a growing team of Domestic Assistants and Maintenance Operatives, while reporting to the CEO, shaping the future of the operational Department. Some of your key responsibilities will include:

- **Acting as the primary liaison for contractors and suppliers** – with projects and our facilities being outsourced, you will act as the primary liaison for all contractors, creating a mutually beneficial relationships for One Avenue.
- **Ensuring continuity and compliance from contractors** – as the primary liaison it is important you ensure continuity on projects and they are meeting duration and quality targets.
- **Leading our facilities teams** – with a team of domestic assistants and maintenance operatives you will coordinate their duties across our collection, ensuring an efficient and motivated team that are dedicated to maintaining high standards for our clients.
- **Streamline our facilities processes** – improving cost efficiencies while creating streamlined facilities processes, creating quicker and consistent project turn arounds for our client's office requirements.
- **Instrumental role in the launch of new offices** – with a growing collection, you will play a crucial role in delivering new offices within our collection, ensuring the centre complies with health and safety regulations and is designed to a luxurious standard.
- **Desire to create a safe working environment** – delivering training to ensure operational teams within our office collection are able to comply with health and safety regulations, reinforcing a safe and positive working environment.

You will be:

- Driven and **ambitious**, wanting to progress and succeed within your time at One Avenue
- **Problem solving skills** and personable, able to build relationships with a wide range of individuals to deliver on projects
- Determined to broaden your **knowledge** outside of the realm of facilities to build on your own skills
- **Experienced**, with 5 or more years' experience in a facility led role
- Able to **manage**, inspire and lead a team, driving them to deliver a high standard of work
- Strong **prioritisation skills** paired with preparation skills to deliver on projects with short deadlines
- Able to work in a fast-paced and **dynamic** working environment
- **Innovative** thinker, with ideas to improve the functionality of your department.

Our Story:

As the Commercial Real Estate Company of the Year, One Avenue are renowned in the industry for providing a world class service to our clients, with a dedicated complimentary concierge team and bespoke workspaces, creating a truly unique experience for all those at One Avenue. While each of our office spaces vary in design, style and clients, all of our workspaces have hospitality at its heart, along with a few signature touches, like our whisky and chessboards.

Our values are at the heart of everything we do, all our employees embody our values throughout their day-to-day duties and their career at One Avenue. Attitude, Problem Solving and going Above and Beyond are the core foundations of what One Avenue was founded upon and operate by. We ensure our employees are always content, inspired and respected, creating the perfect working environment to succeed.

With numerous awards and accolades, we understand that our success is down to our people. We take pride in the service we provide and the people who make it happen, which is why we continually invest and reward our employees. As a result of our recent growth, we are now on the search for new talent to join our growing team.

Additional Information:

Location: Central London

Working Hours: You will be required to work the hours necessary to fulfil your duties and in any event work no less than 40 hours per week.