

# WE ARE HIRING

## FACILITIES MANAGER



Wilton Park, Dublin 2

We are seeking an experienced Facilities Manager to join a high performing team and play a key part in the development of the service model by establishing new service contracts and develop key stakeholder relationships.

### Role Summary

- Oversee daily facilities management: public areas, building services, basements, and landscaping.
- Procure necessary services annually and as needed.
- Perform daily checks to maintain high service standards.
- Liaise with on-site FM teams and third-party contractors.
- Manage service and contractor documentation, including service agreements.
- Approve contractor invoices per service levels and budgets.
- Handle site services risk management.
- Ensure statutory compliance.
- Conduct building asset life cycle analysis and manage sinking funds.
- Identify opportunities to enhance FM services.
- Pursue sustainability improvements and ensure best practice energy management.
- Collaborate with the development team on site completion activities.

### Personal Profile

- 5-7 years in Facilities Management or M&E Services Engineering.
- Experience managing medium to large office buildings and public areas.
- Skilled in procuring hard and soft FM services, including tender documentation.
- Excellent project and contractor management skills.
- Strong budget management and proactive cost monitoring.
- Effective problem-solving for reactive works and critical incidents.
- High awareness of health and safety, with experience approving related documentation.
- Relevant qualification in Hard Services FM or M&E Engineering.
- Experience managing buildings per ESG principles.
- Strong leadership and innovation skills.
- Decision-making ability and meeting tight deadlines.
- Full clean driver's licence.

Our ambition is to create spaces where people thrive; modern, sustainable buildings that set the standard for how we work today.

We are proud to be one of Dublin's largest real estate owners, and with scale comes the opportunity to shape our city. Our buildings form the cornerstone of neighbourhoods that enhance business life and are always inclusive vibrant places for all. As we grow, we want to continue to add expertise to our team and continually enhance our ability to meet and exceed the expectations of our stakeholders.



[Click here to view our portfolio](#)

This role comes with a very attractive remuneration package including bonus, pension and private health insurance.

**Full job description available on request.**

**If you are interested in applying for this role, please email a cover letter together with an up to date CV to [careers@iput.com](mailto:careers@iput.com)**