FACILITIES MANAGER
JOB DESCRIPTION

DEPARTMENT: Office Administration
STATUS: Exempt

SUMMARY

The Facilities Manager is responsible for the overall management and smooth coordination of all facilities functions for the Denver office including space maintenance, construction, office services, and reception/lobby desk and conference room/visitor office assignments and also ensures that all facilities and space are properly maintained.

JOB DESCRIPTION

- Management of all facilities areas including general corridors, conference rooms, kitchens, file rooms, copy rooms, visitors offices, and work rooms and ensures that the space is maintained properly;
- Primary contact for all maintenance and repair vendors for regular maintenance work;
- Works closely with contractors on all office build-outs;
- Manages all internal moves and relocations;
- Manages office preparation for arrivals and departures of all personnel;
- Manages reception/lobby desk; ensures visitor procedures are followed;
- Manages the direction of all incoming and outgoing deliveries; supervises all ordering of supplies;
- Liaison with building management on all repairs and space issues; enters all requests into tenant online system (Workspeed); coordinates requests for overtime air conditioning and manages any other ventilation issues;
- Oversees maintenance security card key access system;
- Develops and implements office emergency procedures and maintenance of emergency equipment and participates in all first aid/CPR classes;
- Implements and supports green initiatives; and
- Other duties as assigned.
SUPERVISORY RESPONSIBILITIES

Manages various departments in conjunction with supervisor

QUALIFICATIONS

- Minimum two (2) years facilities management experience in a large organization;
- Experience managing staff;
- College degree preferred;
- Good verbal and written communication skills; and
- Proven strong organizational skills.
- Must be able to lift 30 lbs.

HOURS

Core Hours are Monday through Friday, 8:30 a.m. to 5:30 p.m. Must be flexible to work additional hours.

This job description sets forth the authorities and responsibilities of this position and may be changed from time to time as shall be determined.

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