# Facilities and Operations Manager

**Position Summary:**

The Facilities & Operations Manager reports to the **Senior Director of IT** and oversees workplace operations, facilities, purchasing, vendors, security access, and employee support. This full-time, exempt role ensures a safe, efficient, and well-supported office environment while advancing operational continuity and organizational priorities.

**Responsibilities:**

- Manage office supplies, inventory, purchasing, and approved special orders while monitoring costs and usage.
- Oversee day-to-day office services, including kitchen supplies, shipping, mailing, work areas, and employee workspace setup.
- Coordinate facility maintenance, building management, cleaning, security, contractors, loading dock activity, and emergency readiness.
- Administer employee, visitor, vendor, parking, and suite access processes and maintain related records.
- Serve as the primary resource for workplace and facilities questions, concerns, and service requests.
- Manage operational vendors, service schedules, contracts, renewals, invoices, and performance.
- Support records management, operational reporting, sustainability activities, company events, and cross-functional projects.
- Identify and implement practical improvements that strengthen workplace safety, efficiency, service, and business continuity.
- Collaborates regularly with executive leadership, IT, Human Resources, Finance, Compliance and operations teams, building management, security and cleaning providers, vendors, and contractors.
- Performs other duties and special projects as assigned.

**Qualifications**

- Associate degree in Business Administration, Facilities Management, Operations, or a related field preferred; equivalent education and experience may be considered.
- Three to five years of relevant facilities, office management, operations, or administrative experience preferred.

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- Experience with purchasing, inventory, vendors, service providers, and office operations.
- Strong organization, communication, customer service, problem-solving, and time-management skills.
- Ability to manage competing priorities independently, exercise sound judgment, and follow through accurately.
- Proficiency with Microsoft Office applications.

**Physical Requirements:**

- Ability to move throughout office facilities and safely use basic hand tools or ladders when required.
- Ability to lift and transport supplies or equipment weighing up to 30 pounds.
- Ability to assist with equipment, display, event, and seasonal setup.