TUMO Tirana
Facility Manager Job Description

The Albanian–American Development Foundation (AADF) in partnership with the Municipality of Tirana and TUMO Yerevan Center for Creative Technologies will establish TUMO Tirana Center for Creative Technologies in October 2020. The TUMO Educational Program is an after-school program where teens learn skills at the intersection of design and technology. Teens between 12–18 years old learn skills with multiple learning targets including animation, game development, graphic design, filmmaking, music, robotics, programming and 3D modeling.

We are seeking a Facility Manager who will be responsible for ensuring the facility is safe and fully operational. Under the supervision of the TUMO Tirana Manager, the Facility Manager will conduct quality control and provide solutions in case of maintenance problems in the facility.

Key Responsibilities:

- Oversee the facility operations such as security, cleaning etc. in TUMO Tirana center;
- Monitor daily management of building maintenance/operation systems and facility services, including but not limited to: heating, ventilation and air-conditioning, lighting, fire alarm/security, elevators, boilers, utilities (gas, water), housekeeping;
- Develop annual maintenance plans which include daily, weekly, monthly, and annual tasks related to building systems maintenance and cleaning. Keep up-to-date documentation provided by manufacturers for all equipment and facilities. For equipment and facilities in all buildings, use the manufacturer’s specifications and guidelines for maintenance and cleaning. Keep up-to-date records of all maintenance performed;
- Assist with construction/renovation projects including but not limited to: conducting marketing research, controlling related procurements, performing daily control over project activities, performing related quality assurance;
- Prepare budgets for facility services based on detailed need assessments and assure overall control of expenses and periodic fiscal evaluations of the budget and expenditures;
- Develop and maintain a schedule for supply procurement that meets the needs and high standards of all buildings, equipment, and facilities;
- Coordinate local and international procurement and logistics’ processes, develop policies and procedures to optimize the resources, reduce the costs and increase efficiency of operations;
- Manage and implement the Lease Agreement with TUMO Tirana Lessor, coordinate with the Lessor and report to TUMO Tirana Manager;
- Establish safety and security measures for staff, children and property;
- Develop and ensure compliance of overall policies and procedures. Review and propose improvements in the operating systems;
- Act as quality control inspector in overall operations;
- Perform other related duties as assigned by the immediate supervisor(s).
Requirements:

- Master’s Degree in Engineering or Business Administration or another qualified field
- Excellent communication skills, including written communication, personal interaction, and public presentation
- Computer skills (MS Office, AutoCAD, database management)
- Minimum of 5 years of professional experience in facility operations coordination including at least 2 year of supervisory experience
- Experience in developing policies and procedures and managing operations in large public-facing facilities. Ability to maintain discipline and smooth operations and work in collaboration with the education team and back office personnel
- Ability to manage diverse and large teams
- Ability to work independently and be self-directed
- Ability to build strong relationships and communicate effectively
- Fluency in English.

Application Procedure:

Please reference the job position to the subject of the e-mail. Please submit a Curriculum Vitae and a Motivation Letter detailing relevant knowledge, experience and interest in the position to the following address: careers@aadf.org.

Applications will be accepted only electronically and should not be dropped off at AADF office. All applicants will receive a confirmation that their electronic submission was received. However, only the shortlisted candidates will be contacted for an interview.

The deadline for the submission of applications is September 5, 2020.

The winning applicant is expected to start his/her job as described above in October 2020, pursuant and depending on the development that relate to the COVID-19 pandemic.