

MPM - Facility Inspector (Outsource Role) United Arab Emirates Posted on 08/03/2023 Be the First...

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Company: Abu Dhabi Islamic Bank PJSC

Location: , , United Arab Emirates

Category: office-and-administrative-support

Role: Facilities Inspector Location: Abu Dhabi Role Purpose: Responsible for facility Management function at designated properties

Responsible for inspections and liaise/follow the engineer and Head or Facility Management instructions. Client/Owner Liaison

Tenant Liaison

Manage FM service providers.

KEY METRICS: Facilities Inspector

- Directly responsible for the provision of facilities services at one or more properties to Best Practice standards
- Budgeting and Variance Reporting at designated properties
- Ensure that the highest standards of management and maintenance of the properties and servicing are provided having regard to expenditure considerations
- Ensure properties are constantly available for occupation
- Work closely with and seek direction from Property Management Team.
- Have a close working relationship with the Facilities Engineer and Head of Facilities Management, taking guidance as appropriate
- Direct and oversee facilities management operational initiatives and activities.
- To assist MPM property Management in the provision of accurate financial reporting.
- Management of Service Providers to achieve contractual KPIs and/or the service

standards.

- Property reporting
 - Client liaison Key Accountabilities of the role Complete all tasks in accordance with the company policies and procedures.
 - Ensure proper records are maintained
 - Liaise with the Property Owner/Client on a regular basis to report on property performance and operations
 - Effectively manage property budgets
 - Visit properties on a regular basis to ensure the properties are maintained according to Best Practice
 - Resolve maintenance issues relating to the Properties.
 - Escalate any owner's related matters to the Property Management Team.
 - Effectively manage all Service Providers, both Hard & Soft, operating at properties.
 - Identify and arrange minor works
 - Manage the unit statuses and comply with the requirements on timely manners.
 - Oversee fit outs and small works carrying out design review on submitted drawings from tenants ensuring owners services and assets are not harmed
 - Managing KPIs and SLAs relating to the Service Providers.
 - Maintain high customer satisfaction.
 - Attend Site inspection in coordination with the Property Management Team to address issues and verify standards from all perspectives, which include but not limited to the Health and Safety, authority compliance, assets maintenance.
 - Provide the periodic reports to the Property Management Team and/or when it is required.
- Ensure H&S policy is implemented at properties and the property complies with statutory regulations as well as reporting and raise the same.
- Actively participate in facilities management meetings and training and development exercises.
 - Responsible for routine correspondence using standard documents and templates as appropriate.
 - Demonstrate good CAFM skills.
 - Ensure that maintenance on all vacant units is completed in a timely fashion so that they are ready to lease

- Validate Service Provider invoices.
- Any other duties as designated by the Head of Facilities Management

Specialist Skills / Technical Knowledge Required for this role:

- Diploma in technical related field
- Experience in managing multiple sites
- Professional Technical Qualification
- Sound administration skills
- Excellent time management
- Good communication skills
- Excellent knowledge of Outlook, Excel, CRM etc.

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