

POSITION DESCRIPTION

Brian Bell Group

AM7008 - Building & Maintenance Manager

CHALLENGING OPPORTUNITY!

The **Brian Bell Group (BBG)** established in 1958, is now Papua New Guinea's foremost retailer, wholesaler and distributor of household goods and services. Over the last 5 years the company has been on a rapid expansion and growth path and set to continue well beyond 2023. This is an exciting and dynamic organisation and a powerhouse in PNG. The **BBG** has a significant Properties Division including quality retail / wholesale facilities throughout PNG and significant quality residential property.

The **BBG** is only looking for the 'very best' to join its ranks and add to the vibrant culture that will see it continue to succeed well into the future, therefore **BBG** is inviting exceptional candidates to apply for this exciting role:

BUILDING & MAINTENANCE MANAGER

We are looking for an experienced and qualified Building & Maintenance Manager to join our team. The successful candidate will be responsible for managing the reactive and preventative maintenance of a large portfolio of commercial and residential facilities across PNG. The position is based in Port Moresby and will involve some travel to regional locations.

Key Responsibilities:

- Provide leadership, management and operational support to the Maintenance team
- Plan and deliver Preventative Maintenance Program for commercial and residential facilities
- Provide quality and timely response to Reactive Maintenance Requests
- Manage the delivery of maintenance services within budget and identify cost-saving opportunities
- Oversee all preventative and reactive maintenance services
- Proactively manage contracted maintenance to achieve high quality value for money outcomes
- Review and revise maintenance plans and procedures to align to industry best practice
- Conduct regular service/technical inspections of all commercial and residential properties
- Develop and implement a Long-Term Asset Replacement Plan
- Develop and implement policies and procedures to improve the overall efficiency of maintenance management
- Ensure Workplace Health & Safety compliance across the sites
- Contribute to the monthly Executive Report on maintenance operational performance.

Expected Competencies:

- Bachelor's Degree in Facilities Management, Construction Management & Property or Project Management
- Trade qualifications in Electrical, Mechanical, HVAC, Carpentry an advantage
- Minimum 10 years' experience in a leadership role in building/property management
- Extensive experience in contemporary maintenance and project management practices
- Demonstrated experience in Workplace Health, Safety, & Environment regulations and policies
- Be highly organized, deadline driven with ability to coordinate a number of projects simultaneously
- Possess excellent relationship building skills and knowledge of statutory legislation
- Excellent time management skills and well-developed computer skills (MS Office suite)
- Hold current Driver's Licence and Police clearance.

Brian Bell Group has a strong commitment to Initiative, Integrity, Respect, Courage and Honesty.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Follow the website instructions and forward to Vanguard International the completed VI application form highlighting your capabilities and experiences, an updated CV, three (3) current referees and their full contact details and written references. A full PD can be requested from our office.

Alternatively, please call us on (+675) 7500 7500 or email recruitment@vanguard.com.pg

Applications close COB Friday 31st March 2023

Only shortlisted applicants will be contacted.

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to recruitment@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview