
We are seeking an enthusiastic Facilities Manager to join our Newcastle studio.

This role will lead our Facilities Management Working Group in ensuring the smooth running of our Newcastle studio. You will be instrumental in maintaining an organised, efficient, and comfortable studio environment for our people. The role encompasses aspects of facilities management, health and safety and transport.

Your responsibilities will include:

- Opening the office at the start of each working day.
- Organising office maintenance and repairs.
- Identifying future office maintenance required and obtaining quotes for review.
- Carrying out risk assessments, preparing for inspections and maintaining health and safety procedures.
- Assisting with occasional office reorganisation or layout changes.
- Record keeping.
- Organising staff training, such as First Aid or Fire Warden training.
- Project managing small scale projects.
- Management of office stock, including stationary.
- Driving to support the delivery of models, submissions and events.

About you:

- You have experience in facilities management.
- You are flexible and have a knack for problem solving.
- You are an experienced user of Microsoft Office, particularly Word and Excel.
- You have a full UK driver's license.
- You are friendly and professional when representing the business.

To apply for this role, please email careers@faulknerbrowns.com, for the attention of Lee McLaughlin, with your CV and a link to relevant content. The deadline for applications is 1st August 2022.

FaulknerBrowns is an equal opportunity employer and committed to eliminating discrimination and promoting equality and diversity in its own policies, practices and procedures and in those areas in which it has influence. The practice recognises the benefits of having a diverse workforce and will take steps to ensure that we recruit from a wide pool of candidates and employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit.

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