

Job Title	Facilities Manager
Business Unit	ODC
Function/Region	USA Finance / Facilities
Location	New York, NY Office
Leader	Head of Compliance & Cost Management
People Leadership	Yes
Job Level	4B

Role Purpose

This role is responsible for ensuring the efficient management, maintenance and operation of the Company’s facilities, including office equipment and systems. This role ensures the working environment meets all health, safety and operational in accordance with OSHA regulation and for all William Grant USA offices, while optimizing cost efficiencies. The Facilities Manager will oversee vendor management, day-to-day office operations, and oversee all building-related activities. This role has primary focus in the NYC office but also oversees the Edison office.

Accountabilities

Facilities Operations

- Coordinate the daily operations of the office in Manhattan, including maintenance and repairs of all office systems (HVAC, electrical, plumbing, etc.), look after Mail Room organization and Supply Room inventory.
- Supervise Receptionist to ensure smooth operation of Reception desk in NY office. Fill in for NY Receptionist at the NY Front Desk at least 1 hour per day, covering lunch breaks, and fill in for full days at the NY Front Desk when Receptionist is on a paid day off. Other office related duties and projects as assigned.
- Assists with office event planning and provides oversight of set up and breakdown of catering for meetings/events.

Health & Safety Compliance

- Ensure office environments are in compliance with local and federal laws and that it meets the OSHA standards and other required safety protocols. Work with appropriate personnel to maintain a healthy and safe work environment for our employees. Ensure that the office space is clean, safe and operational at all times.
- Coordinate emergency response plans, including fire safety and evacuation drills.

Vendor Management

- Manage contracts and relationships with external service providers (eg. Cleaning services, office contractors, utilities), provide supervision of contractor’s performance to ensure work quality and compliance with agreements.

Budget & Cost Management

- Work with the Manager of Overheads and Cost Management to develop and manage the facilities budget, helping to identify opportunities for cost savings and operational efficiencies.
- Oversee WG&S ODC infrastructure and office locations including maintaining a robust program of security, cost management, business planning, and office environment and cultural initiatives.

Space Planning and Utilization

- Coordinate all office moves and maintain floor plans for NYC and Edison locations. Allocate office space according to needs. Lead on site build outs/renovations and/or opening of new office locations.