



Hayleys Group is amongst Sri Lanka's largest, and most respected diversified conglomerates with a turnover in excess of USD 1 Billion. To explore the World of Hayleys, visit us at: [www.hayleys.com](http://www.hayleys.com).

## FENTONS LIMITED

Hayleys Fentons is one of the most trusted engineering companies in Sri Lanka counting over 100 years of experience in delivering world-class engineering solutions. Today, it has propelled to become a one-stop destination for all engineering needs from renewable energy, ICT, mechanical, electrical and plumbing (MEP), security and surveillance, uninterrupted power supply (UPS), lighting solutions, facility management and a diverse portfolio of critical engineering services. Fentons became a member of the World of Hayleys in 2016.

### Manager – Facility Management

We are looking for a highly competent Manager of Facility Management to oversee all aspects of our facility operations. The ideal candidate will be responsible for ensuring the efficient and effective operation of our facilities, including maintenance, safety, security, and compliance with regulations.

#### Job Responsibilities:

- Develop and implement facility management policies and procedures to ensure the smooth operation of all facilities.
- Ensure effective communication with Owners & Tenants
- Generating weekly, and monthly Facility Management reports
- Oversee the maintenance and repair of buildings, equipment, and systems to ensure they are safe, reliable, and compliant with regulations.
- Manage facility budgets and expenses, including maintenance costs, utilities, and capital projects.
- Coordinate with vendors, contractors, and service providers to ensure that work is completed on time and within budget.
- Implement safety and security measures to protect employees, customers, and company assets.
- Conduct regular inspections and audits to identify maintenance needs and address any issues promptly.
- Develop and implement sustainability initiatives to reduce the environmental impact of our facilities.

#### Candidate Profile:

- Bachelor's degree in Facilities Management, Engineering, Business Administration, or a related field. (Hospitality-related industry will be an added advantage)
- Minimum of 10 years of experience in Facility Management.
- Strong knowledge of facility operations, including maintenance, janitorial, security, and regulatory compliance.
- Excellent leadership and communication skills, with the ability to motivate and inspire team members.
- Experience managing budgets and expenses, with a focus on cost control and efficiency.
- Familiarity with facility management software and systems.

If you think you have what it takes to be successful in this challenging role, please apply via email to [careers@hayleysfentons.com](mailto:careers@hayleysfentons.com) indicating the position applied for on the subject line of the email.

Hayleys is an Equal Opportunity Employer.

