

# Executive – Facility Management

We are looking for a dynamic, dedicated, and team oriented individual who can make a valuable contribution to the continued success of the organization. The ideal candidate should be an aspiring change agent, capable of driving functionality, safety and sustainability initiatives of the company.

## Job Description

- Attend to all the Facilities Management related issues in the Head Office / branches proactively and maintain a clean breakdown-free office premises
- Coordinate with Facility Management team and branches to track and solve the problems raised by branches
- Check and arrange supplier payments and upload these to Digi App/ERP for online approval
- Track and record supplier payments
- Maintain copies and file important payments and approved documents of branch relocations/revamps or any special project
- Conduct daily inter-divisional meetings with Facilities Management team to follow up pending work
- Track and renew all the annual maintenance contracts with vendors pertaining to the Head Office building
- Measure food waste and reduce water wastage
- Recycle ewaste and paper waste through a recycling partner
- Initiate solar panel installation for branch rooftops and LED lighting installation for branches and Head Office
- Increase AC efficiency in older branches, ensure proper A/C temperature is maintained and create awareness among branch staff on continuing to maintain the temperature
- Conduct energy audits for branches

## Qualifications and Experience


- Be a graduate of a recognised university (A degree in Facilities Management is preferred)
- Have excellent English communication skills
- Be proficient in Microsoft Office and be computer literate
- Possess excellent presentation skills

Rewards and remuneration commensurate with qualifications, competencies and abilities, with a well-defined career path awaits those with ambition, motivation and a willingness to perform.

Please e-mail your CV together with contact details of two non-related referees indicating the position applied for in the "Subject" line of the e-mail to

 [careers@cdb.lk](mailto:careers@cdb.lk)

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