



The Tanglin Club was founded in 1865 and is prominent among the established private members' clubs in Singapore. We are now looking for an individual to provide strategic leadership to its Facilities Department:

## **Facilities & Project Manager**

### **Responsibilities**

- Responsible for the operations of the Facilities Department, including the development and implementation of the preventive maintenance programme, including Mechanical & Electrical (M&E) checklists, M&E record sheets and contractors' performance evaluation.
- Plan and review current Standard Operating Procedures and identify areas that need improvement and train the Facilities Team to learn and adopt new techniques.
- Plan and execute projects according to agreed timeline with approved budget.
- Able to use AutoCad for updating drawings or plot floor layouts, besides keeping proper documentation of all building drawings.
- Responsible for the repair of all buildings, fixtures, fittings, equipment and kitchen equipment and strive for urgency of completion.
- Initiate energy conservation programme and identify ways or areas for conserving energy which could result in cost savings operationally.
- Ensure regulatory compliances, operating cost control and raising service level to meet the expectations of both Members and internal stakeholders.

### **Qualifications**

- Bachelor degree in Mechanical or Electrical Engineering
- 5 years in Facilities Engineering, preferably in the hospitality industry
- Those with Diploma of relevant qualifications and with more than 10 years of relevant experience will also be considered
- Familiarity with AutoCad application would be preferable
- Strong understanding and expertise in HVAC systems, preventive maintenance and BMS
- Analytical skills with the ability to determine actionable projects that achieve results
- Excellent interpersonal, communication and negotiation skills
- GMFM or SCCEM accreditation will be an added advantage
- Experience in life cycle analysis methodology and implementation

If you are looking for a challenging and rewarding career, we invite you to write in confidence with details of your career history and contact details to:

**[tcrecruit@tanglin-club.org.sg](mailto:tcrecruit@tanglin-club.org.sg)**