



ST. ANDREWS

International School Bangkok

A NORD ANGLIA EDUCATION SCHOOL

"Our mission is to provide an inclusive, international education in a safe, happy, supportive and stimulating environment where all the needs of the individual learner are met. Students are inspired to be the best they can be, enabling them to become responsible global citizens."

Facility Manager

Duties & Responsibilities

- Develop a facility management program including preventative maintenance and life-cycle requirements of school assets
- Manage facility central services such as security, cleaning, catering, waste disposal and parking
- Obtain quotes and tenders from vendors and suppliers for site facilities and developments
- Manage and review service contracts to ensure facility management needs are being met
- Prepare and track facility budget
- Monitor expenses and payments
- Generate and present regular reports and reviews of facility-related budgets, finances, contracts, expenditures and purchases
- Develop and implement cost reduction initiatives
- Provide prompt response to requests and issues from school staff
- Prioritize tasks

Qualification

- Bachelor's degree in Facilities Management or related qualification such as business management.
- Working knowledge of principles and practices of business administration
- Working knowledge of financial principles and practices
- Working knowledge of electrical and mechanical systems
- Working knowledge of procurement and contracts
- Sound knowledge of health, safety and environmental regulations
- Experience in construction, maintenance and all facets of facility operation
- Supervisory experience
- Solid computer and systems knowledge
- Good in English and Thai, reading, writing and speaking

Location: St. Andrews International School Bangkok

All applications in English version only and all candidates must be strong in English.

Click [here](#) to complete the application process. If you require any further information, please email recruitment@standrews.ac.th. The closing date for applications is **Tuesday 7th March 2017**.

Human Resources

St. Andrews International School Bangkok
9 Pridi Banomyong 20/1, Sukhumvit Soi 71
Watthana, Bangkok, 10110 Thailand