



We are a dynamic, growing Commercial Real Estate Investment Company. We currently have an opportunity in our Fresno, California Office for a Facility Manager.

Grubb & Ellis Company is one of the world's leading full-service commercial real estate organizations, providing a complete range of transaction, management and consulting services. By leveraging local expertise with our global reach, Grubb & Ellis offers innovative, customized solutions and seamless service to owners, corporate occupants and investors throughout the globe. For more information, visit the Company's Web site at www.grubb-ellis.com.

Job Summary:

Responsible for the day-to-day administration of policies, procedures and programs that assures a well-managed, well-maintained portfolio of building(s). Maximum emphasis is placed on providing a positive response to the concerns and needs of the occupants and quality programs, in coordination and conjunction with the Owner's goals and objectives.

Essential Job Duties:

- Ultimately responsible for continual communication / interaction with the building landlord(s) or managing agent(s) relating to the interior and exterior conditions and appearance of the property(ies).
- Ensure that appropriate disciplines and auditing procedures exist and are updated for all functions managed in accordance with company and client policy and operating standards.
- Assists in the development of and ensures execution of all maintenance programs relating to the interior and exterior conditions and appearance of the properties, assuring the highest levels of customer satisfaction.
- Manage facilities staff and ensure continuous service to building(s).
- Responsible, at all times, for providing staff members, building tenants and client's with premium customer service.
- Administer programs that effectively measure customer satisfaction with internal / external clients and vendors. Address problems or issues with staff providing seamless service to clients and vendors.
- Develop and administer the Property Operating Plan and Budget for the property, subject to the approval of the site's upper management.
- Collect and analyze reports addressing operational data. Data may be required to provide accurate and current assessment of facility management objectives to clients and senior management.

- Participates in the selection of contract services, vendor negotiation of service agreements and day-to-day monitoring of vendor performance to assure full compliance with standards established within the service agreement.
- Work with staff to set and attain meaningful performance and developmental goals. Monitor the progress of staff goals and provide appropriate support. Address necessary issues to keep unsatisfactory performance, disruptions, and discontent to a minimum. Maintain effective two-way communications between you and your staff and the client.
- Process necessary paperwork to ensure increases are warranted and effective in a timely manner. Ensure equal opportunity exists within department, as relative to opportunities, development and salary levels.

Other Job Functions:

- Maintain a positive image of him/herself, the property, Grubb & Ellis, and the client at all time in the community.
- Attend and participate in outside or in-house activities, meetings, organizations, etc., as approved or directed by management.

Skills, Education and Experience:

- Bachelor's degree. Professional certification (e.g. CFM) is preferred.
- Minimum 5 years previous facilities management experience.
- Participation in recognized professional association (e.g. IFMA).
- Certified in facilities management and IFMA designation as Certified Facility Manager, not required but desirable.
- Strong oral and written communication skills.
- Ability to handle multiple projects and make decisions.
- Knowledge of computers.

We offer a competitive salary and benefits such as medical, dental, vision, PTO plan, 401k and paid holidays. To be considered for this opportunity, please submit your cover letter and resume with salary history/requirements (and reference the job title and location within the subject line).

Grubb & Ellis would like to thank you for applying. We are sorry, but due to the volume of responses received, only qualified applicants will receive a response. Grubb & Ellis Company is an Equal Opportunity Employer M/F/D/V. We value the benefits of diversity.

Please apply to Jerry Romano at RomanoJ2@aetna.com.

No calls please. Apply via email.