

Title: Procurement & Facilities Manager

Company: NuDevco Partners, LLC

Job Description: Procurement & Facilities Manager - Our offices are located in the Energy Corridor. To effectively manage and coordinate the procurement, facilities and logistics business processes at NuDevco Partners, LLC to high quality, cost effective and audit standards. The role of the Manager, Procurement and Facilities is to coordinate all procurement for the office, manage supplier relations, supply chain and logistics in line with corporate policy; and to ensure the office premises and other facilities are fit for purpose, customer friendly and meet corporate standards and local statutory requirements.

- Prepare bid documents, facilitate bid evaluation and selection processes according to corporate policy
- Ensure all corporate and audit requirements are met across the organization with respect to procurement of all goods and services.
- Reconcile and approve invoices involving building facilities, insurance, contracts, purchase orders, construction and build out costs; Actively evaluate opportunities to improve services and reduce costs
- Coordinate maintenance of Company premises; Ensure maintenance and servicing of any fixed assets; Manage inventory and keep accurate and up-to-date data ;
- Oversee security, supply inventory and housekeeping for Company premises;
- Oversee mail room operations and staff. Accountable for facility management of the companies' premises 24/7
- Approve and direct the acquisition of the furniture, case goods, modular units, plants, service supplies, copy machines, mechanical components, generator, HVAC systems, generator, cooler unit and pumps
- Serve as liaison between the Sub landlord/Landlord regarding lease requirements and their procedures and codes
- Serve as primary contact to the companies' Subtenants regarding Sublease requirements and their procedures, codes, and rent obligations
- Interface efficiently with architects, engineers, electricians, and building engineers to accomplish project assignments
- Supervise facilities staff and ensures efficient day to day operation and maintenance of, office and kitchen supplies stock, on and off-site storage, security, access card system and key management
- Manage, organize and acquire rental storage unit space as required for departmental records and asset storage needs

MINIMUM REQUIREMENTS

- Facilities Management, Interior Design/Architecture, Procurement Operations Project Management, General Business or equivalent experience preferred
- Bachelor's degree or college coursework preferred
- Minimum of five years' experience in a Procurement and Facilities Management level role

- Experience dealing with lease agreements and contracts - ensuring codes, procedures, legal agreements, processes are maintained prior to facility changes or issues

Contact Name: Recruiting Department

Contact Email: fuelcoenergyrecruiting@nufuelco.com