

**Office/Facilities Manager**  
**(Approximate hire date – February 10, 2020)**

We are looking for an energetic and experienced **Office/Facilities Manager** to join our team. You will be a vital member of the team.

For over 60 years, ISS' mission has been uniquely focused on helping international schools and educators develop students into thoughtful, imaginative global leaders. We are passionate about supporting and developing all aspects of a strong, vibrant international school. We are proud to be a part of building a global community.

ISS offers a comprehensive benefit package including generous paid time, a 15% company contribution to a 403(b) and comprehensive health insurance.

As the **Office/Facilities Manager**, you will be responsible for the day-to-day operations of the ISS office, building and tenant space. The **Office/Facilities Manager** leads the maintenance and improvement operations of ISS facilities and rental properties, including preventative maintenance and related budgets. Supports employees and tenant satisfaction by ensuring excellence in safety, security, cleanliness and attractiveness of property.

**Duties and Responsibilities:**

- Ensures the facility presents a positive and welcoming appearance for employees, tenants and visitors.
- Maintain an inventory of office, kitchen, and janitorial supplies.
- Troubleshoots and resolves problems or contacts appropriate vendors, insuring timely resolution of problem.
- Serves as liaison with outside vendors providing related services.
- Responsible for all needed painting and repairs.
- Responds to requests for employees and tenant concerns and displays excellent customer service skills.
- Conduct and document facility inspections in accordance with the state and township.
- Develop and employ a safety culture for employees. Ensures the safety of the building from fire, flood and other hazards.
- Oversee vendor/contractor relations and maintenance of contracts. Coordinate work with vendors to complete projects.
- Responsible for the maintenance of company vehicles.
- Responsible for domestic and international mail operations.
- Responsible for overseeing tenant move-in/move out.
- Prepare and present the facilities annual budget for approval to senior management, and the implementation of and adherence to the approved budget.

**Required Qualifications:**

- College degree in facilities management, property management or equivalent.
- Excellent communication and customer service skills to work with employees, vendors and tenants.
- Skilled in supervision, budget management and project management.
- Experience managing sub-contractors, soliciting quotes and contract negotiations.

**Desired Qualifications:**

- Five or more years of experience in facilities management or closely related field.
- Proficiency in maintaining and completing most minor repairs and maintenance of HVAC, mechanical, electrical and plumbing systems, carpentry, and other maintenance-related areas.
- Proficient with building codes, construction, safety practices, standards and techniques relating to buildings maintenance operation.

To apply, please e-mail your resume to [dbryant@iss.edu](mailto:dbryant@iss.edu)

Job Type: Full-Time

Location: Princeton, NJ

Hours per week: 37.5

Resides within a 15-mile radius (*or 20-minute drive time*) of ISS and can rapidly respond to safety and emergency situations