



Facilities Manager

Wallacespace provides bright, innovative spaces for offsite meetings, training, workshops and events. Delighting our clients with our can-do attitude and proactive approach is what we do and everyone who works with us shares this objective. We are looking for a dynamic and highly motivated Facilities Manager to work as part of a friendly team where no two days are the same in one of our stunning central London buildings. We love people who never use the words “it’s not my job” so if this is you, come and work for a leader in meeting venues and events.

About the role

You will be attentive to every detail and run your building effectively and safely. Confident in trouble shooting any building queries and all issues regarding AV & IT is a must. You will be working with the other Facilities Managers, line managing a Events + Facilities Supervisor and Housekeeper and reporting to the Director of Facilities & IT.

Managing and improving our spaces

- Taking ownership of our building’s compliance, health and safety & PPM to create safe and effectively functional environments.
- Making our buildings look and feel inspiring and creative through means of room aesthetics, cleanliness, and general maintenance in line with the WS brand.
- Looking at our venues from a fresh perspective and envisioning what changes we can make to improve the ways in which clients use and interact with our spaces, to keep them functional, exciting and fun.
- Using creative thinking to upgrade and improve the experience we provide to both our clients and to the business.
- We love new ideas, you will be continually looking at how we can improve as a team, department and business as well as working collaboratively across departments.

Technology & Clients

- Management of IT & AV equipment, as well as effective and personalised support / troubleshooting for our client’s events.
- Provide outstanding service & support to our clients from ahead of their event to the day of the event.
- Collaborating with our tech partners to deliver more complex solutions for our clients.
- Always researching new ways to utilise technology in our spaces from the functionality to the presentation.



Leadership & collaboration

- Line management of Event + Facilities Supervisors & Housekeepers.
- Training and innovating our teams. Upskilling our client managers and facilities team to ensure the whole business benefits from your insight and knowledge.
- Collaborating and communicating across departments to work to thoughtful, empathetic, and excellent conclusions.
- Managing all third-party suppliers to provide the best service at a measured cost and working in line to our building's activity.

About you

You are logical and meticulous but also creative and love solving problems on your feet. In addition, we are looking for the following traits;

- Enjoys a technical challenge
- Proof of previous project-based tasks and multi-tasking
- Excellent communicator and leader
- A great planner and very organised
- Excellent troubleshooting skills
- Problem solver with endless common sense
- Positive – can-do and do-do attitude
- Friendly and approachable
- Have the ability & willingness to pitch in

In addition to some great day to day benefits you will also receive

£29,000 – 33,000 plus the below benefits



The benefits of
a career @ wallacespace

 <p>bonus scheme</p>	 <p>WeCare support: a free 24/7 online GP, counselling & more</p>	 <p>free breakfast, lunch & drinks</p>	 <p>bike loans</p>	 <p>travel loans</p>	 <p>life assurance</p>	 <p>induction week followed by internal + external training</p>
 <p>monthly team tombola with great prizes</p>	 <p>regular social events</p>	 <p>a culture of listening to & valuing team feedback</p>	 <p>company pension scheme</p>	 <p>talks & guest speakers</p>	 <p>access to a personal development fund</p>	 <p>25 days holiday a year + bank holidays + an extra day off for your birthday!</p>

We welcome applicants from all backgrounds. However, in line with the Asylum & Immigration Act we do require that you must be eligible to live & work in the UK.