

TITLE: **Manager- Facilities**

LOCATION: **Hauppauge**

DESCRIPTION:

- Direct / manage / supervise the overall operation, maintenance and security of facilities, equipment and grounds.
- Maintain compliance with all procedures, policies and regulations and ensure timely response to regulatory issues and inspection findings.
- Plan facilities organizational structure to accommodate growth and change in priorities.
- Determine needs for equipment leases, purchases and services.
- Negotiate contracts with vendors and maintain vendor relationships.
- Strong Budgetary, projection and cost skills.
- Ensure that projects meet specifications and budgets.
- Ensure that necessary licenses and permits are obtained.
- May act as a liaison to leasing and property management organizations and planning commissions.
- Resolve issues and contribute to the business unit / area development
- Manage the work efforts of supervisors / individual contributors with responsibility for hiring, firing, performance appraisals, and pay reviews.
- Broad knowledge of the field with strong leadership skills.
- Must be able to work flexible schedule.

REQUIREMENTS:

- College graduate preferred.
- 8+ years' experience including at least 3 years of leadership responsibility.
- Proficient in Microsoft Project, Excel and Word.

We at Spellman High Voltage Electronics Corporation believe that each individual is entitled to equal employment opportunities without regard to race, color, creed, gender, sexual orientation, gender identity, marital status, national origin, age, veteran status or disability. The right of equal employment opportunity extends to recruiting, hiring selection, transfer, promotion, training and all other conditions of employment.

*Responses that INCLUDE SALARY HISTORY & REQUIREMENTS should be emailed to hr@spellmanhv.com or faxed to Human Resources at **631 630-3008**.*