



Facilities Manager, £37,500 – £40,500 per annum pro rata + overtime & benefits

Company: Wise Productions (UK) Ltd

Location: London, United Kingdom

Hours: 8am - 4pm, 3 days per week

Who We Are

Wise Productions is an **employee-owned** creative events production company based in West London, with a talented team of over 60 Co-Owners. With a longstanding commitment to innovation, excellence, and a client-centric approach, we pride ourselves on delivering unforgettable event experiences in the UK's most beautiful venues.

Our core values of **enthusiasm, dependability, collaboration**, and a **client-first** mentality are at the heart of everything we do, and our recruitment process is designed to zero-in on candidates who truly share these core values. For the right person, this is an exciting opportunity to join a highly regarded event production company and be part of our future success as we leverage our employee-ownership model to drive further growth.

Position Overview

Reporting to the Head of People & Business Operations, you will be responsible for overseeing all aspects of facility management to ensure the smooth and efficient operation of our event production facilities. You will play a critical role in maintaining a safe, clean, and functional environment for our staff, freelancers and clients.

Key Accountabilities

- Maintaining and enhancing existing facilities
- Health and Safety compliance regarding premises facilities
- Liaising with and managing any external suppliers/contractors
- Oversee routine maintenance and planned refurbishment
- Adhering to facilities budget

Day-to-Day Responsibilities

- Enhancing existing facilities with set budget
- Working with staff to ensure working environment is kept clean and facilities processes followed
- Purchasing office supplies/IT equipment
- End-to-end organisation of Waste Disposal services
- Take lead on any infrastructure issues eg: plumbing, water cooler contracts, electrical, IT
- Managing contractors and service agreements
- Fire safety – Smoke detectors, Alarm Checks, Fire extinguishers, fire drills, compliance checks
- Building security - exit/entry point doors (lock and key holder), alarm security checks

Contact Details

www.wiseproductions.co.uk
+44 (0)20 8991 6922
events@wiseproductions.co.uk

Office Address

Unit 7 SEGRO Park Perivale,
Horsenden Lane South,
Perivale, Middlesex, UB6 7RH

- Meter readings – gas, water and electric
- Building safety (risk assessments, emergency lighting, emergency exits, emergency signage, COSHH, Electrical safety, gas safety)
- Organise health & safety reviews and confidential compliance reports
- Ensure premises comply with health and safety regulations and standards
 - o Develop and implement Health and safety protocols and procedures
 - o Conduct regular safety inspections and train staff on safety procedures
- Meeting and working with the business park management team
- Ordering cleaning supplies, coffee, toilet roll, milk, fresh fruit
- PAT testing office equipment
- Maintaining office equipment logs
- Assisting with set-up of internal meetings
- Ensure meeting rooms are adequately equipped with the correct furniture and IT equipment
- Project management of major facilities initiatives (premises moves, refurbishments, implementation of facilities policies)
- Line management of cleaners / cleaning contracts

Who are you?

Experience

Essential At least 3 years experience in a similar role

Desirable Ability to solve/fix simple maintenance issues
Some experience in the Events Industry

Skills and Abilities

Essential Proficiency in Microsoft Office suite
Understanding of Health and Safety
Budget management

Desirable Project management

Qualifications

Desirable First aid at work
NEBOSH, IOSH, COSHH

Disposition and Attitude

Essential Proactive with a “can do” attitude
Ability to work as part of a team.
Able to work on own initiative with minimal supervision
Efficient time management with ability to work to strict deadlines.

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Confident and decisive in achieving results
Positive and flexible approach to problem solving

Desirable Environmentally aware

To find out about our company benefits please view the last page.

Wise Productions is proud to be an equal opportunities workplace and supports requests for flexible working arrangements subject to the needs of the business. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, origin, sexual orientation, age, disability, marital status, or gender identity.

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