



Title: Facilities Site Manager

Reports To: Director of Construction

Status: Full Time

SUMMARY

The Buffalo Niagara Medical Campus (BNMC) is pleased to announce a call for applications for a Facilities Site Manager (FSM). This position is ideal for an enthusiastic career minded individual interested in the fast paced and exciting world of property management and development.

The FSM will perform a variety of key operations duties necessary for the efficient and effective management of the Buffalo Niagara Medical Campus (BNMC) and its owned-properties. The FSM will be required to provide support for the ongoing management and operation of BNMC owned properties including but not limited to 640 Ellicott Street, 73 High Street, 847 Main street properties and other locations as needed. The FSM will work closely with Hunt Property Solutions on scope of services needed to maintain a clean, healthy and accessible experience for user groups at all BNMC Owned properties.

ESSENTIAL FUNCTIONS

The **FSM** will be required to provide a variety of support services including (but not limited to the following):

- Serve as additional point of contact between landlord, property management, tenants, and vendors at BNMC Owned properties for issues related to successful daily operations of building.
- Ensure all tenants maintain a safe working environment in accordance with lease provisions.
- Conduct building tours for prospective tenants.
- Prepare draft lease agreements for new tenants.
- Continuation of clearing out unleased portions of building to prepare for additional tenants.
- Provide feedback on equipment/facility capabilities to prospective tenants.
- Manage daily delivery of packages including hazardous materials and items on dry ice.
- Maintain building access systems including badging, door intercom, security cameras and door access hardware (i.e., keys).
- Daily Assessment of building fixtures, appearance and shared equipment resources.
- Additional after business hours point of contact regarding security or repair issues.

- Oversee vendors and service providers to ensure quality and contractual obligations in harmony with Hunt Property Solutions.
- Help to identify and evaluate common area cleanliness, needs and upgrades.
- Assist management with tasks at other BNMC properties.
- Ensure tenants remain in compliance and up to date with all Covid-19 guidelines.
- Maintain Covid-19 health assessment questionnaires and sanitization stations throughout 73 High, 640 Ellicott and other BNMC Properties.
- Maintain Environmental Services inventory and coordinate efforts of day porter.
- Work with BNMC Staff on building event management and logistics including setup and vendor coordination.

QUALIFICATIONS & SKILLS

- Preference given to individuals proven property management experience.
- Strong verbal and written communication skills,
- Strong interpersonal skills and confident work ethic,
- Pleasant and engaging demeanor,
- Proficient and comfortable with data concept, manipulation and presentation,
- Ability to problem solve and prioritize workload with intermittent direction,
- Strong computer skills; proficient in Microsoft Suite, Adobe and spreadsheets,
- Work effectively in a team environment,
- Proven ability to maintain positive relationships with people at all levels of an organization,
- Excellent administrative and organization skills,
- Resourceful in obtaining needed information and resources,
- Capable of managing multiple priorities and projects,
- Detail oriented,
- Capable of maintaining utmost confidentiality,

TEAM VALUES

BNMC is a team environment that fosters intelligent risk-taking to build a community of change makers & develop innovations that advance our city. Core values any member of the BNMC team must embrace include:

- Be inclusive and collaborative
- Drive positive change
- Work on behalf of others
- Imagine possibilities
- Act sustainably and equitably
- Teach, learn from, and respect each other
- Be passionate

ABOUT THE BNMC

The Buffalo Niagara Medical Campus, Inc. (BNMC) is led by a dynamic team dedicated to driving positive change in our community through collaboration and urban revitalization. We support regional development beyond our Innovation District boundaries as well as the opportunity to enhance diversity and inclusion.

The BNMC is committed to building an inclusive and collaborative culture of innovation in Buffalo and beyond – creating vibrant, healthy communities, forging diverse partnerships, deploying new technologies, implementing creative solutions, and always looking for opportunities to create a better future for all.

Our organization also fosters conversation and collaboration across the Innovation District, through our member institutions, their 16,000 employees, and the community; coordinates activities related to sustainable planning, development and enhancement of our 124-acre district; and works to create a distinct, innovative ecosystem that provides opportunities for inclusive entrepreneurship and an active, healthy place to live, work, and play.

BNMC, Inc. is an equal opportunity employer. Interested and qualified individuals from underrepresented populations and/or who live within a 1-mile radius of the Medical Campus are encouraged to apply. The position includes competitive salary and benefits.

HOW TO APPLY:

Applicants are asked to submit a resume and cover letter to employment@bnmc.org by Friday, August 21st, 2020. Please note that applications will be reviewed on a rolling basis. We thank all applicants for their interest, however, only candidates selected for a follow-up will be contacted. No phone calls please.