

# Building Manager Job Description

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- Oversee the safety of occupants by ensuring building is free of hazard
- Supervise the activities of janitorial and grounds keeping staff to ensure delivery of proper cleaning and upkeep services
- Oversee the maintenance and repair of building facilities such as electrical and plumbing installations
- Carry out assessment of a buildings' security team to ensure they are well poised to combat any arising security challenge
- Evaluate the functionality of fire quelling equipment and systems to ensure they are operational and able to resist a fire outbreak
- Oversee the customer service operations of an establishment to ensure customers are tended hospitably
- Set and implement building policies and regulations useful in managing the general behavior of tenants/occupants of an apartment
- Prepare and present accounting and management reports to building owners
- Ensure the safe delivery of a building project by collaborating with building professionals to design and plan the processes and specifications necessary for completing a building project
- Assist emergency response teams in locating building sections, evacuating occupants, and containing an emergency situation
- Coordinate room arrangement during preparations for a conference or other major events
- Attend Body Corporate meetings to provide insights useful in taking decisions relating to building management
- Proffer recommendations and advice to building owners on strategies and steps to take to ensure the smooth running of a building property
- Oversee the opening and closing of a building to regulate building entrance/exit.