Synteleia
INDUSTRIES CORP.

Unit 10F 10th Floor One Corporate Place
Maple Grove Blvd. Maple Grove Tejero,
General Trias Cavite, Region IV-A (Calabarzon)

www.synteleia.ph

JOB DESCRIPTION

FACILITIES MANAGEMENT SUPERVISOR
Location: General Trias, Cavite

I. Job Purpose and Objectives:

The Facilities Management Supervisor is responsible for ensuring the efficient operation, maintenance, safety, and functionality of managed facilities and common areas. The role supports the delivery of high-quality facilities management services through effective coordination of maintenance activities, vendor management, compliance monitoring, asset preservation, and service performance evaluation.

The position serves as a key resource in maintaining building systems, managing service providers, and ensuring facilities meet operational, safety, and client requirements.

II. Job Responsibilities and Tasks:

- Coordinate and monitor the operation, maintenance, and upkeep of buildings, facilities, equipment, and common areas.
- Conduct regular facility inspections and assess maintenance, repair, housekeeping, security, and safety requirements.
- Implement preventive and corrective maintenance programs to ensure operational reliability and asset preservation.
- Monitor building systems including electrical, mechanical plumbing, fire protection, HVAS, and other facility infrastructure.
- Manage service requests, work orders, and maintenance schedules to ensure timely completion and service quality.
- Coordinate and evaluate the performance of contractors, vendors, and service providers in accordance with service level agreements.
- Assist in the planning, implementation, and monitoring of facility improvement projects, renovations, and capital expenditures.
- Ensure compliance with safety regulations, building codes, company policies, and regulatory requirements.
- Monitor facility-related expenses and assist in budget preparation and cost-control initiatives.
- Maintain facility records, asset inventories, maintenance logs, permits, warranties, and service contracts.
- Investigate facility-related incidents and recommend corrective and preventive actions.
- Prepare operational reports, inspection reports, and facilities performance assessments.
- Support emergency preparedness, business continuity, and disaster response activities.
- Perform other duties related to facilities management and operational support as assigned.

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III. **Job Specifications:**

- Bachelor's Degree in Engineering (Electrical, Mechanical, Civil, Industrial), Facilities Management, Property Management, Building Administration, Architecture, or related field.
- At least 2-4 years of experience in facilities management, property management, building operations, maintenance, or related functions.
- Experience handling residential communities, commercial buildings, industrial facilities, or mixed-use developments is an advantage.

Be part of something bigger.

We're committed to creating meaningful opportunities, strengthen communities, and providing property management services that make a difference.

If you're excited to make an impact, let's build something remarkable together!

Send your updated CV/resume to: signmeup@synteleia.ph

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