



PR/118073 | Facility Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1559016

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 18th, 2025 14:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION: FACILITY MANAGER

BUSINESS: Property Management/Office Building

LOCATION: BANGKOK

SALARY: 100,000 THB

Job Summary

The Facility Manager is responsible for the overall management of an office building or commercial property. This role ensures the building's infrastructure, systems, and services are well-maintained, safe, and efficient. The ideal candidate will have a strong background in building operations, a deep understanding of maintenance and technical systems, and excellent people management and vendor relationship skills.

Key Responsibilities

- Operations Management: Oversee all building operations, including maintenance, repairs, and inspections of electrical, mechanical, plumbing, and HVAC systems.
- Preventive Maintenance: Develop and implement a comprehensive preventive maintenance program to ensure the

reliability and longevity of all building systems and equipment, minimizing unplanned downtime and repair costs.

- Vendor & Contract Management: Manage relationships with external vendors, contractors, and service providers. Oversee and negotiate service contracts to ensure cost-effectiveness and quality.
- Budget and Financial Oversight: Develop and manage the facility's annual budget, track expenses, and implement cost-saving initiatives without compromising on service or safety standards.
- Safety & Compliance: Ensure the property complies with all local, regional, and national health, safety, and environmental regulations. Implement and enforce emergency preparedness plans and procedures.
- Tenant Relations: Act as the primary point of contact for tenant inquiries, complaints, and requests related to the facility. Ensure a high level of service and satisfaction.
- Team Leadership: Supervise and lead a team of facility staff, including technicians and administrative personnel. Conduct training, performance reviews, and provide guidance to enhance team skills and productivity.

Requirements and Qualifications

- Bachelor's degree in Facilities Management, Engineering, Property Management, or a related field.
- At least 10 years of experience in facility management, with a proven track record of managing commercial or office buildings.
- Strong technical knowledge of building systems, including HVAC, electrical, fire safety, and security. Experience with Computerized Maintenance Management Systems (CMMS) is a plus.
- Excellent problem-solving, negotiation, and communication skills. Ability to manage multiple projects and priorities effectively.
- Certifications: Professional certifications such as FMP (Facility Management Professional) or CFM (Certified Facility Manager) are highly desirable.

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Company Description