



PR/097430 | Building Maintenance Manager - Company's facilities, buildings, and retail outlets

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1604823

Industry

Retail

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

September 8th, 2026 05:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Title: Building Maintenance Manager - Company's facilities, buildings, and retail outlets

Location: Singapore

Your New Company A globally recognized retail and lifestyle organization with an extensive network of corporate offices, commercial facilities, and retail locations is seeking an experienced facilities professional to oversee building operations, maintenance, and workplace infrastructure. The company is committed to maintaining safe, efficient, and well-managed environments that support business continuity and long-term growth.

Your New Role As a Building Maintenance Manager, you will be responsible for leading the overall facilities management

function across multiple sites, ensuring operational reliability, workplace safety, and asset performance.

You will oversee preventive maintenance programs, contractor and vendor management, security systems, compliance requirements, and facility improvement initiatives. This role requires a hands-on leader with strong technical, operational, and stakeholder management capabilities.

Key Responsibilities 1. Facilities & Building Operations

- Lead the maintenance and upkeep of corporate facilities, commercial premises, and retail outlets.
- Develop and implement preventive and corrective maintenance programs to maximize asset lifespan and minimize business disruptions.
- Monitor building infrastructure and ensure facilities operate efficiently and effectively.

2. Security & Surveillance Management

- Oversee the management and maintenance of security systems, including CCTV, access control systems, alarm systems, and related infrastructure.
- Ensure routine inspections and testing of security systems across all locations.
- Identify opportunities to strengthen security measures and operational resilience.

3. Vendor & Contractor Management

- Manage external vendors, contractors, and service providers to ensure work is delivered according to quality, budget, and timeline expectations.
- Evaluate vendor performance and maintain strong working relationships with key service partners.
- Oversee procurement and service agreements related to facilities operations.

4. Tenant & Stakeholder Management

- Act as the primary point of contact for facility-related matters with tenants and internal stakeholders.
- Address maintenance requests, operational concerns, and facility issues in a timely manner.
- Ensure compliance with lease obligations and building operational requirements.

5. Compliance, Risk & Safety

- Conduct facility audits, inspections, and risk assessments.
- Ensure compliance with workplace safety regulations, statutory requirements, and building standards.
- Support emergency preparedness, business continuity, and risk mitigation initiatives.

5. Budgeting & Project Management

- Manage facilities budgets, maintenance expenditures, and cost-control initiatives.
- Prepare maintenance reports, operational updates, and asset management documentation.
- Support renovation projects, business expansion initiatives, relocations, and facility enhancement programs.

Qualifications

- Diploma or Degree in Facilities Management, Building Services, Engineering, Property Management, or a related discipline.
- Minimum 7 years of facilities or building management experience, including supervisory or management responsibilities.
- Experience managing multiple sites, retail environments, commercial buildings, or mixed-use facilities is highly preferred.
- Strong knowledge of maintenance planning, building systems, and vendor management.
- Familiarity with security systems, CCTV, access control systems, and building infrastructure.
- Good understanding of workplace safety regulations, statutory compliance, and facility risk management.
- Strong budgeting, reporting, and project coordination skills.

Ready to Take the Next Step?

Interested applicants, please click **APPLY NOW** for a confidential chat.

Do note that we will only be in touch if your application is shortlisted.

Chen Pinru
JAC Recruitment Pte Ltd
EA License Number: 90C3026
EA Personnel: R25130085

#LI-JACSG
#countrysingapore

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Company Description