

Construction & Facilities Manager

Company Description

We are experiencing the greatest global shift in the world of work. The traditional paradigms of an “office space” and “how people work” are being replaced by new expectations that are here to stay. We are on a mission of challenging the *status quo* and helping tech-teams thrive under a hybrid reality.

The pandemic has taught us a great deal and we have made it our mission to understand what genuinely matters. After a thorough period of ideation we are ready to introduce a workplace where humans can be more productive, innovative, connect better, and flourish. An extended work environment that meets the needs of hybrid work, by bridging the gap between physical and digital, including intentional spaces that provide further meaning to the workplace.

We are a small team, with big ambitions, and therefore, we are nimble by design. Our decision-making process follows this luck, as we’re always on *beta*. You’ll join a team of talented people where your voice will be heard and where you’ll have the opportunity to get things done, while creating a knowledge base for STAK that improves our internal processes.

Do you want to join the mission?

Job Description

As our Construction & Facilities Manager, you will need to keep our facilities operating under the criteria of excellence and quality in the service that we offer, through multidisciplinary actions that converge in the support of the areas of Facilities Operations and Construction Management, for the constant improvement and expansion of our offices to make our company a spearhead in the sector we attend.

Our goal is simple: to offer the best workplace experience to our clients, by making sure our services are working properly 100% of the time..

To do this, you will:

- Maintain all the physical infrastructure of the offices operational, taking into account internal and our clients’ reports.
 - Create and document processes that allow for the operational stability , and proactive supervision, of all facilities and their upkeep.
 - Document all customer requests and reports for a proper and timely follow-up and resolution.
- Vendor management to obtain quality and excellent service.
 - Follow-up to issues and guarantees with vendors.
- Research on new infrastructure technologies.
 - Building technology
 - Systems based in scalable modules
- Use Office management software and building administration tools.
- Propose and implement solutions to operational problems beyond the operational and physical limits of our facilities.
- Coordinate office enablement, space management and setup for events.

- Preventive, corrective and setup of Maintenance program, such as power plant, HVAC, entry systems,
- Construction Management:
 - When we expand our footprint:
 - Proven experience in managing large-scale construction projects from start to finish, including project planning, budgeting, and execution.
 - Demonstrated ability to effectively lead and coordinate cross-functional teams, including architects, contractors, engineers, and sub-contractors.
 - Strong understanding of building codes, safety regulations, and quality standards, along with a track record of ensuring compliance on all projects.
 - Expertise in construction methodologies, project management software (e.g., Procore, AutoCAD), and proficiency in schedule and budget management.
 - Excellent problem-solving skills with the ability to handle conflicts, delays, and unexpected challenges swiftly and efficiently.

Requirements

- **Experienced Operations Manager:** You have 5–7 years of experience in office and/or hotel operations and facilities.
- **Construction Management Experience:** Demonstrated experience in using project and construction management platforms, methodology and processes for the planning and execution of turn-key office and/or hotel buildings.
- **Design tools:** Proficiency with CAD and or BIM software.
- **Team player:** Social skills to join collaborative work teams, always open to different views and views for the good of the project.
- **Dynamic:** You're ready to lift your sleeves and work on projects - big and small - with great attention to detail, looking for solutions seeing out of the box. With an attitude of lifelong learning and dealing with unknown situations.
- **Project Manager:** You have a structured approach to your work. You have a project management mindset, from planning to implementing initiatives. Followthrough is second nature for you.
- **Proactive:** Minimizes being in a reactive position.
- **Diligent:** Superb follow-through.
- **Anticipates and plans ahead:** Stays 2 steps ahead of the curve.

We offer

- **Market-rate compensation** based on relevant experience.
- **Flexibility of work schedules** along with independence to manage your projects.
- **Breakfast** and **Lunch** at the office, plus unlimited **snacks** and **beverages**.
- **A suitable setup** to enhance your work-from-home experience.

This role reports to the Head of Operations and it is a full-time position based in Guadalajara under a hybrid arrangement.

If this role resonates with you, we'd love to meet you, so please send your resume to jointheteam@stak.mx