

dloHaiti is seeking a Facilities Manager

This is an opportunity to work with passionate, hands-on entrepreneurs to create a market-driven approach addressing difficult social issues. dloHaiti is a commercial business, not an NGO. However, given the focus on providing safe water, it is an opportunity to make a significant, positive impact on the health and lives of Haitians while applying proven business practices and strategies. Prominent global investors who have a long-term commitment to Haiti support the company.

Company background: dloHaiti Operations S.A. is a for-profit venture providing safe drinking water to Haitian consumers in underserved areas in Haiti. Potable water in our target markets is mostly provided through a business model where water is purified centrally and delivered by trucks to customers, often with water storage kiosks as an intermediary. This is inefficient, costly, and a poor model for serving peri-urban and rural areas. dloHaiti seeks to improve this business model in Haiti, lowering costs, improving water quality, and delivering services that increase convenience and access. Initial target markets are under-served communities where customers pay high prices for drinking water due to poor or uneconomical access by water trucks.

Job Responsibilities and Selection Criteria

The Facilities Manager will be responsible of dloHaiti premises. His/her role vary from focusing on day-to-day safety, cleaning & maintenance as well all office facilities including: planning and overseeing building work/renovation, lease management, allocating and managing space within buildings, coordinating cleaning, catering and parking services, organizing general administrative services, ensuring that facilities meet legal and environmental, health and safety standards, advising on energy efficiency and cost-effectiveness and supervising multi-disciplinary teams of staff including administrative support staff and logistic team as drivers.

Duties and responsibilities include but are not limited to the following:

- **Administration**
 - Maintain updated database of suppliers, partners, and contractors.
 - Organize and manage investor visits, company outings, meetings, and other events.
 - Manage phone plans for staff.
 - Manage all international and national shipments, including customs payments and documentation.
 - Maintain a clearly organized filing system for the Headquarter.
 - Support the members of the team for any administrative tasks including copying, typing, translations, phone calls, quotations, etc.
- **Customer Services**
 - Give potential clients a tour of the space in the absence of primary HBA (Haiti Business Accelerator) contact;
 - Provide general information about HBA concept (website, contact information etc.)
 - Assist in resolving client needs such as: Technical, Internet, Conference room booking, facilities issues etc.
 - Assist the Human Resources & Compliance Manager in any HR related requests.
- **Premises Management**
 - Create and enforce a premises management policy.
 - Ensure all premises are maintained properly and bills are paid in a timely manner.
 - Manage insurance for all dloHaiti premises
 - Ensure staff have access to needed supplies and furniture. Manage a system in which requests for supplies can be made on a periodic basis.
 - Develop a plan for premises needs for next 12 months. This includes where dloHaiti will require new premises, researching and reaching out to potential lessors, etc.
- **Vehicle Management**
 - Enforce a vehicle management policy.
 - Ensure all vehicles are maintained properly and bills are paid in a timely manner. This includes keeping track of regular maintenance, ensuring vehicles are fueled, and managing drivers.

- Research and obtain vehicle insurance for all dloHaiti vehicles within 2 weeks of purchase/lease/rental.
- Ensure log books are kept up-to-date in every vehicle managed by dloHaiti. Make random checks and verify that personal use of car are properly reimbursed.
- Develop, maintain, and manage, a vehicle scheduling system. This will allow employees to request vehicles, schedule driver's routes, etc.
- Develop a plan for vehicle needs for next 12 months. This includes how many vehicles, where, drivers needed, type of purchase, etc.
- **Asset Management**
 - Tag all assets.
 - Keep record of purchased, transferred, stolen, damaged assets.
 - Create a clear asset management policy with the Senior Team and enforce.
- Other duties as assigned.

Job Requirements:

- Two (2) to three (3) years of related experience in Facilities Management
- Equivalent of Business Administration Degree and/or Technical Diploma in Logistic
- Strong communication skills (both verbal and written in French, Creole and English)
- Organizational and research skills
- Working Knowledge of MS Office Products (Word, Excel, PowerPoint and Google Environment)
- Performs well under pressure and meets deadlines in a production environment
- Detail oriented

To apply for this position please send your resume with a scan of your certificate to careers@dlohaiti.com until August 5th, 2015. Interview for this position will be held simultaneously with applications collected.