

# Panasonic

## Panasonic Avionics Corporation

Department	Facilities Management and Real Estate		
Job Title	Manager, Facilities	Job Code	PAX205
FLSA Status	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		
<b>JOB SUMMARY</b>			
Serve as focal point for all facility management functions for assigned regions and groups. Accountable for the management of building operations and maintenance, project planning, budget management and supervision of staff and contractors. Develop short and long-term facilities plans in response to corporate directives.			
<b>MAJOR RESPONSIBILITIES</b>			<b>% OF TIME</b>
<p><b><u>Project Management</u></b></p> <ul style="list-style-type: none"> <li>Oversee projects and special assignments from inception to completion to address leases, business needs and governmental regulations.</li> <li>Create detailed analytics and reporting on facilities activities and projects.</li> </ul>			40%
<p><b><u>Facilities Management &amp; Building Operations</u></b></p> <ul style="list-style-type: none"> <li>Lead facilities Management for assigned Regions and corporate groups.</li> <li>Oversee communications with key employees and departments to develop and maintain effective partnerships to understand ongoing projects, business requirements and timelines.</li> <li>Manage and oversee space utilization plans.</li> <li>Provide routine and effective dashboard and project planning reports for key areas.</li> <li>Monitor maintenance, repair and service operations for quality control and vendor contract compliance.</li> </ul>			35%
<p><b><u>Fiscal Management</u></b></p> <ul style="list-style-type: none"> <li>Prepare and maintain budgets and forecasts including efficiency analysis.</li> </ul>			15%
<p><b><u>Staff Leadership</u></b></p> <ul style="list-style-type: none"> <li>Develop and implement departmental goals.</li> <li>Responsible for development of staff, scheduling, hiring and performance reviews.</li> <li>Provide back-up support to Head of Facilities as needed or during absence.</li> </ul>			10%
<b>KNOWLEDGE/SKILL REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>Excellent written and verbal skills required. Must have proven track record in effectively communicating with all levels, including laborers and contractors. Must be able to effectively defuse and resolve conflicts.</li> <li>Must be effective in project management and planning, including coordination of tasks, leading meetings, maintaining timelines and reporting.</li> <li>Strong knowledge of Microsoft Word, Excel, PowerPoint, Outlook and Project. Knowledge of Visio, AutoCAD and other facilities management software is preferred.</li> </ul>			

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<ul style="list-style-type: none"> <li>Ability to learn, retain and apply industry trends and best practices as applicable.</li> </ul>			
<b>EDUCATION/EXPERIENCE REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>Ten years' experience in progressively responsible facility management positions including employee supervision, operations and maintenance coordination, project management and fiscal management.</li> <li>Technical training, education or CFM certification beyond those required may be substituted for some experience.</li> <li>Bachelor's degree preferred. (Degree in a curriculum related to facility management is preferred).</li> <li>Certified Facility Manager (CFM) or comparable professional designation preferred.</li> <li>Lease and global facilities management experience desirable.</li> </ul>			
<b>OTHER REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>Lifting, pushing/pulling furniture, carts and boxes.</li> <li>Stooping, bending, reaching and climbing ladders.</li> <li>Must be able to respond to after-hour issues on-site.</li> <li>Ability to travel domestically up to 15% and internationally on occasion.</li> </ul>			
<b>WRITTEN BY</b>	<b>KEITH MYERS</b>	<b>DATE</b>	AUGUST 2011
<b>APPROVED BY</b>	<b>SUZANNE KELM</b>	<b>DATE</b>	AUGUST 2011