

## ***Director, Facilities***

Arbonne International offers an exciting portfolio of Swiss formulated health and beauty care products including skin care, body and hair care, cosmetics, aromatherapy and nutritional products. These products are botanically based, pH-correct, dermatologist-tested, hypoallergenic and never tested on animals. Our product line includes both inner and outer health and beauty products that are unparalleled in quality, safety, value, benefits and results!

The Director of Facilities will be responsible for ensuring the secure, cost-effective and high-performing operation of all Arbonne facilities in the U.S. The person in this position will also be responsible for assisting in the strategic planning of future facilities, negotiating real estate, and handling project management tasks and contractor oversight on development and construction projects.

### **Responsibilities:**

- The Director of Facilities will have responsibility for overseeing the management of all Arbonne properties in the U.S.
- The Director of Facilities will also serve as a resource for the international team, as required.
- In addition, the person in this position will be responsible for working with Executive Management to develop short-term, mid-term, and long-term strategic plans to address Arbonne's infrastructure needs.
- In the acquisition of facilities, this person will take a lead position in analyzing, reviewing and negotiating properties.
- In the development of facilities, this person will take the project lead working with architects, contractors and sub-contractors.
- Direct a multi-site facilities staff.
- Operate all facilities within annually agreed upon budgets.
- Ensure that all facilities, grounds and equipment are properly maintained and support the quality image Arbonne wishes to portray in the marketplace.
- Bring construction projects in on scope, within budget, and within the timeframe agreed upon at the beginning of the project.
- Negotiate the best value deal for the acquisition of any property or lease.

### **Qualifications:**

- B.S. degree from a four-year college preferred.
- A minimum of 5 years experience in Facilities Management, with responsibilities for overseeing a staff.
- Project management experience in a complex environment.
- Engineering, mechanical and/or architectural experience a plus.
- Excellent negotiation and contract management skills.
- Excellent project management skills, with the ability to manage multiple projects simultaneously.
- Strong attention to detail.
- Strong oral and written communications.

To apply for this position:

Send your resume & salary requirements to [jobs@arbonne.com](mailto:jobs@arbonne.com)

Please indicate position title in the subject line.

No phone calls please.

Arbonne is an equal opportunity employer.