

## JOB POSTING – FACILITIES MANAGER

POSTING DATE: November 13, 2024

### POSITION SUMMARY

The Upjohn Institute for Employment Research is seeking a skilled and experienced Facilities Manager to supervise and maintain operations of four buildings at its main campus in downtown Kalamazoo, Michigan. The Facilities Manager supervises the maintenance, care, and efficient operation of campus facilities and equipment and performs maintenance duties as necessary. Responsibilities also include the development and management of the facilities budget and maintaining both short and long-term plans to address needed facility improvements. The manager maintains a network of contractors and vendors to support campus operations and is responsible for responding to emergencies and urgent needs as they occur.

This is a full-time position. The Facilities Manager maintains a Monday through Friday daytime schedule, responding to after-hours and weekend urgent needs as they occur.

### POSITION REQUIREMENTS

A high school diploma or equivalent and a minimum of three years of relevant work experience are required. Technical certification is preferred.

Must have strong mechanical aptitude and experience with facility equipment. Broad knowledge of core elements of facility operations and management is required. Must be able to work independently with minimal supervision. Must be highly organized, self-directed, and able to prioritize.

### WAGES & BENEFITS

The starting annual salary range is \$60,000 – 70,000 based on experience. The Institute offers a generous benefit package. Offered benefits include health, dental and vision insurance, short-term extended medical leave, long-term disability, parental leave, and a retirement plan.

### WHO WE ARE

Since 1932, the **Upjohn Institute** has functioned as one of the world's leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment.

The Upjohn Institute is an Equal Opportunity Employer and as such, is committed to affirmative action steps to help achieve a goal of equality in the treatment of employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, age height, weight, national origin, veteran or disability status in hiring, promotion, training and development, compensation, transfer, termination, disciplinary action, and all other personnel actions and Institute related functions and activities.

### HOW TO APPLY

Submit resume and letter of interest to [hr@upjohn.org](mailto:hr@upjohn.org).