



### Facilities Manager

SAMBA, an Employee Benefit Association located in Rockville, Maryland ([www.sambaplans.com](http://www.sambaplans.com)), is seeking a full-time, on-site Facilities Manager to oversee building operations, vendor management, facility maintenance, and mailroom functions.

This person is responsible for the day-to-day operations and maintenance of SAMBA's headquarters facility. This position oversees building systems, manages facilities-related vendors and contractors, coordinates repair and maintenance projects, administers mailroom operations, and supports organizational security and operational efficiency.

#### Duties & Responsibilities include:

- Processing and overseeing incoming and outgoing mail while maintaining appropriate security and confidentiality standards in all mailing functions.
- Managing the receipt, logging, routing and processing of incoming checks and related documentation in Excel.
- Maintaining daily tracking Excel spreadsheets for live checks and conducting research as needed to determine the proper routing of checks.
- Inspecting the building daily and evaluating use of space and facilities. Performing routine inspections to support facility planning.
- Planning, budgeting, and scheduling facilities modifications, including cost estimates, bid sheets, budget tracking, layouts, and contracts for construction and acquisitions.
- Coordinating and overseeing contractors performing repairs and projects such as construction, maintenance, repair and service work.
- Acting as liaison to public utility, environmental, and energy agencies. Ensures inspections are done on time and correctly, by a proper licensed and certified authority.
- Coordinating scheduling and monitoring performance of contracted service providers including those for office cleaning, landscaping, snow removal, and pest control.
- Ordering facility and office supplies as necessary while minimizing expenses and staying within budget.
- Performing routine maintenance and minor repairs throughout the building, as needed.
- Recommending improvements to facility operations, maintenance practices, and workplace safety.
- Performing other related duties as assigned.

#### All candidates for this position must meet the following minimum requirements:

- Bachelor's degree; four–six years of relevant experience in facilities management or building operations; or equivalent combination of education and experience.
- Exceptional communication skills, both written and verbal.
- Proven ability to manage vendors, contracts, and facility-related projects.
- Experience with building systems (HVAC, electrical, security systems, etc.).
- Knowledge of safety standards and regulatory compliance requirements.
- Familiarity with mailroom operations and related equipment (sorting, slicing, postage, and processing machines) preferred.
- Experience managing budgets and controlling operational costs.

- Proficiency in Microsoft Office (Excel, Word, Outlook). Strong working knowledge of Excel is needed for check processes.
- Strong problem-solving, organizational, and prioritization skills required.
- Demonstrated ability to work independently and collaboratively in a team environment.
- High level of integrity, professionalism, and attention to detail.
- Demonstrates strong critical thinking and technical skills
- Demonstrates professionalism, integrity, and sound judgment.
- Strong attention to detail and commitment to high-quality work.
- Ability to lift up to 25 pounds regularly and up to 50 pounds occasionally.
- This position may require climbing, balancing, and exposure to mechanical parts and varying environmental conditions.

This is a full-time, in-office position (**\*\*this is not a remote position\*\***) with core office hours of Monday through Friday, 6:30am to 2:30pm. Occasional after-hours support may be required for emergencies or facility-related projects. The salary for this position starts at \$85K. We offer outstanding benefits including company paid health, dental, life and disability insurance, paid holidays, vacation and sick leave, defined benefit pension plan, 401(k) plan and Flexible Spending Plan. SAMBA is an Equal Employment Opportunity employer.

To apply, send resume and salary requirements to [jobs@sambaplans.com](mailto:jobs@sambaplans.com). Please reference "Facilities Manager" in the email subject.