

Job Description: : Facilities Supervisor

Kohn Pederson Fox Associates (KPF), a global architecture practice headquartered in New York City, is seeking a Supervisor in New York City to office to lead the Facilities operations.

Primary Responsibilities:

- Supervises two-person Facilities team (Coordinator and Assistant). Includes task assignments and performance tracking.
- Main point of contact for firm with Facilities/Mailroom operations. Managing work with Coordinator for receiving and sending packages. Creating FedEx labels, messenger requests, etc. Handling supplies requests, etc.
- Main point of contact between KPF and vendors. Coordinating and scheduling repairs, as well as processing invoicing after completion.
- Main point of contact between KPF and building management. Managing work with Coordinator for all freight elevator requests as well as cleaning requests. Following up until tasks are completed. Processing monthly billing.
- Alerting Facilities team when deliveries and pickups are to be made. Following up until tasks are completed.
- Frequently communicating updates to Office Management.
- Daily walkthrough of office to ensure proper maintenance.
- Coordination between office and offsite storage. Including deliveries, returns and document destruction.
- Coordinates the closeout of large in-office storage site, including bin requests for items no longer needed.
- Assisting with in office Facilities tasks when members have vacation days
- Small cleaning tasks when needed
- Proactive in problem-solving to avoid issues before they happen.
- Handles other special projects and related duties as needed

Qualifications:

- 5+ years of facilities supervisor/manager experience in a professional environment preferred. Tech/computer literate.

Required Knowledge and Abilities

- Comfortable working in autonomous environment and supervising and assigning tasks to others.
- Strong project management skills and seeing tasks through to completion.
- Proficient with Outlook, Word and Excel.
- Good problem-solving skills and sense of when to escalate issues to management.
- Ability to use good judgment and maintain confidentiality.
- Ability to work collaboratively and to interact with all staff on different levels consistently with diplomacy and integrity.
- Able to receive constructive criticism for the staff and/or firm's needs.
- Able to prioritize and multitask with little supervision; also flexible in reprioritizing as needed.
- Able to work under pressure as demanded by the needs of the firm
- Maintain an optimistic attitude. No-job-too-small mentality.

KPF

Work Environment:

This position requires you to be in-person 5 days per week.

Pay Range: \$80,000 - \$90,000 annually

Why KPF?

- **Career Growth:** Opportunities for training, development, and career progression.
- **Company Culture:** Collaborative, high-performance environment with a focus on innovation and excellence.
- **Benefits:** Comprehensive health insurance, including medical, dental, and vision insurance, 401k with company matching contributions, paid time off, Architectural Registration Exam (ARE) support and other perks.

To Apply: Submit your resume and portfolio via the KPF Careers site. Applications without these will not be considered.

KPF is an equal opportunity employer.

KPF