**Job Description – Utilities Manager**

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| Job Title | Utilities Manager |
| **Company** | Estama (UK) Limited |
| **Location** | London or Glasgow |
| **Line Manager** | Head of Property Management  |
| **Essential Duties & Responsibilities** | The following forms a summary of the expected duties of the Utilities Manager:* Overseeing the procurement and placement of utilities contracts
* ensuring that the key client KPIs are met such as securing best price, green suppliers are used where required etc.
* Liaising with external utilities brokers
* Utilities bill validation and review
* Supporting in the processing and management of COTs
* Supporting the surveying & facilities teams in dispute resolution and management of the supplier relationships
* Supporting in the preparation and delivery of ESG, utilities, and contract management reporting
* Undertaking regular KPI review meeting with service partners at a frequency agreed with clients, and property team.
* Support in the mitigation of risks associated with the current market and trends.
* Maintaining a database of utilities contracts and data
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| **Skills & Competencies** | * Strong IT skills
* Good communication skills for dealing with internal and external colleagues and partners.
* Good written language skills for dealing client reporting.
* Strong attention to detail for system and data management
* Industry knowledge in the procurement of utilities and service agreements.
* Experience in contractor management
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| **Experience** | * Previous experience in management of utilities or similar procurement roles preferred
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| **Qualifications** | * N/A
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