**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 |
| **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 |
| **Experience** | * Previous experience in management of utilities or similar procurement roles preferred |
| **Qualifications** | * N/A |