Facilities & Operations Manager



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Phone :
Web :

Job Summary

Vacancy :
Deadline : Dec 11, 2025
Published : Nov 11, 2025
Employment Status : Full Time
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

We are looking for a Facilities & Operations Manager (Arabic Speaker) to oversee the day-to-day management of facilities, operations, and projects. This leadership role requires technical expertise, experience with government bidding processes, and the ability to ensure operational efficiency, compliance, and technical evaluation of new project sites.

Key Responsibilities:

• Oversee facilities operations, maintenance, and service delivery across multiple sites.
• Manage contractors, vendors, and suppliers to ensure compliance with contracts and service standards.
• Conduct technical evaluations of new project sites, including site visits and feasibility assessments.
• Lead the preparation and submission of bids, tenders, and proposals, ensuring alignment with government requirements.
• Develop and implement facility management policies, processes, and safety standards.
• Monitor budgets, costs, and resources to optimize operational efficiency.
• Provide leadership and guidance to the operations team, setting goals and KPIs.
• Prepare reports, analysis, and recommendations for senior management.

Qualifications & Skills:

• Bachelor's degree in Engineering, Facilities Management, or related technical field.
• Proven experience in facilities, operations, or project management.
• Strong technical background with the ability to assess project requirements.
• Experience with government bidding processes and tender submissions.
• Fluency in Arabic and English (mandatory).
• Strong leadership, negotiation, and organizational skills.
• Ability to manage multiple projects and deadlines simultaneously.

Key Competencies:

• Technical expertise in facilities and project operations.
• Strong understanding of bidding and compliance procedures.
• Leadership and team management.
• Strategic thinker with a problem-solving mindset.
• Effective communicator in Arabic and English.

What We Offer:

• Competitive salary package (based on interview & experience).
• Leadership role reporting directly to the CEO.
• Opportunity to drive large-scale operations and facility management projects.
• Professional growth in a reputable organization.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits