



Toyon Research Corporation

6800 Cortona Drive
Goleta, CA 93117
www.toyon.com

CAREER OPPORTUNITIES – Santa Barbara, CA

Facilities Manager (Ref #1915-I)

Toyon is seeking a service-oriented professional to coordinate the Company's overall facility operations. The Facilities Manager at Toyon will work out of our Corporate office in Goleta, but will also travel occasionally to other satellite facilities and oversee work at those locations. The Toyon Facilities Manager will report to the Director of Facilities.

Responsibilities will include:

- Tracking the department budget, including purchasing and account reconciliation in accordance with established accounting procedures.
- Management of office logistics to include office space assignments and furnishings.
 - Consistent coordination with other department heads to determine current and future office space needs.
- Maintaining the Facility Help Desk Ticketing System to provide timely issue resolution.
- Directing and monitoring contractual services (gardeners, plumbers, custodians, electricians, etc.).
- Maintaining preventative maintenance services according to defined schedules.
- Coordination and oversight of various facility projects (office moves/construction/remodeling)

Qualifications:

- Ability to work in a fast-paced professional environment.
- Strong service orientation and sense of urgency.
- Excellent verbal and written communications skills.
- 5 years of service related training and experience.
- Proficient with Microsoft Office applications.

U.S. Citizenship is Required. Ability to qualify for a US Department of Defense SECRET security clearance required.

Please e-mail resume to:
employment@toyon.com

WE OFFER AN EXCEPTIONAL EMPLOYEE BENEFITS PACKAGE!

Toyon is an Equal Employment Opportunity Employer Minorities/Females/Vet/Disability