



# Example of Services Manager Job Description

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Our company is hiring for a services manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for services manager

- Manage energy consumption/meter checks
- Support the Operational team with the delivery of the contract and the achievement of operational objectives
- Ensure familiarity with budgets and spend
- Anticipate and develop strategies and solutions associated with the operation, and manage implementation
- Identify training needs and implement training development
- Attend client program meetings & agree timelines in line with available resources
- Support reporting supervisory staff
- Build constructive working relationships with brand partners, tenants and colleagues
- Ensure that adequate resources are available for the works to be progressed in accordance with the needs of the location
- Ensure that job schedules & all associated contracts paperwork is completed accurately & fully detailed

## Qualifications for services manager

- Strong customer service and coordination experience
- Outstanding communication skills (both verbally and in writing) and the ability to work effectively with all levels in the organization including people with different styles and backgrounds

- Develop and implement strategies to improve daily operations on site
- Management of own resources