



VACANCY

Facilities Coordinator

The Barbados Light & Power Company Limited (BLPC) is seeking applications from suitably qualified professionals to fill the position of **Facilities Coordinator**. The Facilities Coordinator will assist in the administration and maintenance of the Company's facilities, including the security and cleaning of Corporate Assets. This position is required to work under minimum supervision.

Job Duties:

- Supervises and administers routine contracted services such as cleaning, security, cafeteria services and facilities management.
- Ensures that all routine maintenance of facilities is carried out and measures are put in place to rectify any unplanned disruption to general facilities, should services of appropriate contractors for carrying out maintenance be required.
- Administers the security access system and the Closed-Circuit TV monitoring system.
- Maintains and issues employee identification cards, files video records and timekeeping reports, and the documentation of reports from Security Guards and Security System.
- Maintains record/database of facilities assets using the resident applications.
- Monitors the performance of the Security Officers to ensure that the system is effective and investigates any irregularities.
- Ensures that the training rooms and associated equipment are properly maintained and appropriately arranged for training sessions and other meetings as scheduled.
- Reviews the work done by those contracted to provide cleaning/janitorial, security and facilities services, to ensure that quality standards are maintained.
- Ensures that general office equipment is maintained in good working condition and supervises contracts for the servicing and repair of same.
- Facilitates payments to Contractors and ensures accuracy of payments made, avoiding duplication of payments etc.
- Coordinates the disaster preparedness programs for the Company's Administrative assets.
- Convenes periodic meetings with the persons responsible for the cleaning, security and cafeteria services to review performance, address problems, effect improvements where possible and maintain control.
- Addresses, commendations and/or complaints received regarding the service provided and solicits non-routine maid/janitorial services where necessary.
- Monitors service quality of the cafeteria and prepares notices of tender for such services as required.
- Reviews the condition of the Company's rented properties in conjunction with the Real Estate Agents retained to manage the properties and recommends expenditure of necessary maintenance and replacements to maintain the value of the properties.
- Observes and actively promotes safety and security procedures and uses equipment and materials.

Qualifications and Experience:

- An Associate Degree in Facilities Management, Construction Management, or a related field.
- One (1) year's practical on the job experience is required for acceptable proficiency.
- Experience in Project Management and Security System Software would be an asset.

Remuneration

In return, we are offering an attractive compensation package, including Group Life Insurance, Medical Coverage and Group Pension.

Applications

Suitably qualified candidates should submit their applications via e-mail to blpc.careers@blpc.com.bb or via post addressed to:

The Manager, Human Resources
The Barbados Light & Power Company Limited
P. O. Box 142
Garrison Hill
ST. MICHAEL

Re: Facilities Coordinator

The deadline for submission is **Monday, June 15, 2026** Please note that only suitable applications will be acknowledged. Information on the Company can be obtained from the website www.blpc.com.bb.