VP, Facilities Leader

Level 13
Manager Kevin Egan
Stamford, Kettering, Canton, Chicago, Alpharetta, Phoenix, Merriam, Altamonte Springs, Charlotte

Role Summary
The VP, Facilities Leader drives facility operations for Synchrony’s 27+ facilities covering over 2MM square feet, managing ~$80MM budget. The VP, Facilities Leader sets facilities strategy and partners with stakeholders at all levels including executive and cross-functional leaders ensuring the environment is in line with Synchrony’s culture.

Essential Responsibilities
- Sets facilities strategy, process and procedures driving consistency across sites
- Leads strategic facility projects and initiatives to include build, remodel, and mechanical system implementations, on time and within budget
- Aligning with SYF Real Estate, develops site strategies for 1, 3 and 5-year planning cycles
- Develops and maintains facility process guidelines
- Partners cross-functionally on capacity planning, footprint design and reconfigurations
- Develops/recommends leading edge furniture and design strategies
- Manages ~$80MM budget including responsibility for preparing operational plans for Facilities, partnering across functions such as IT and finance in developing P&L budgets
- Ensures strong execution of supplier management activities for facility suppliers; identifies efficiencies, owns sourcing-related initiatives around critical facilities vendors
- Manages new business integration due diligence and integration activities
- Oversees Governance Risk Level 3 (L3) defense for facilities
- Owns the process for delivering key Facilities presentations to senior and executive leadership teams – develops agenda, timeline, partners with stakeholders in preparing content
- Defines and oversees facilities strategy and supplier management for critical mechanical equipment, janitorial, site amenities, cafeterias/vending, mail rooms, housekeeping, furniture, air quality
- Ensures strong execution of Environmental Health and Safety standards, including ergonomic oversight and review and manages regulatory reporting
- Leads and develops a 17+ person team
- 25-40% travel required

Qualifications
- Bachelor’s Degree in business or related field or equivalent experience
- 5+ years facility management experience in a professional business environment and experience with site relocation, building construction and office build-out.
- Strong project management with the ability to manage multiple initiatives
- Strong understanding of construction processes (permitting, CO’s, mechanical infrastructure)
- Superior client and customer relationship skills and proven ability to interface with senior leadership
- Strategic thinker with strong implementation and change-management skills

Desired
- Familiarity with and understanding of building systems and mechanics
- Strong project management knowledge and expertise
- Proven experience over several years of leading and developing a large, remote team in the facilities function
- Strong organizational skills and collaborative management style
- Strong PowerPoint skills
- Experience preparing and presenting senior and executive level communications
- Understanding of commercial leases, contract documents and routine accounting methods
- Proven ability to influence at all organizational levels
- Facility management of call center and business office environments

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