

REBECCA LOWE

Office and Facilities Manager

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PROFILE

Office and facilities manager with ten years in hospitality and professional services, keeping buildings, suppliers and budgets in order for teams of up to 120. Known for calm planning, tidy contracts and clear communication with staff at every level. Looking for an operations or facilities manager role.

KEY SKILLS

Budgets and suppliers

- Manage a £310,000 facilities budget and 14 supplier contracts; retendered cleaning and catering to save £22,000 a year.

Planning and projects

- Led the move of 120 staff to a new office over one weekend, with no lost working days.

People and communication

- Line manage a team of four and brief the leadership team monthly on costs, risks and repairs.

EMPLOYMENT

Office and Facilities Manager, Harlow & Pike Solicitors, Norwich January 2021–present

- Run the building, health and safety, IT equipment and front of house for 120 staff.
- Manage supplier contracts, service levels and renewals in one tracker shared with finance.
- Plan fire drills, risk assessments and first aid cover, and keep the records audit-ready.

General Manager, The Granary Hotel, Norwich 2017–2020

- Ran a 40-bedroom hotel with 35 staff: rotas, budgets, suppliers and guest complaints.

Assistant Manager, The Granary Hotel, Norwich 2015–2017

- Covered reception, events and the restaurant, and trained new staff.

EDUCATION AND TRAINING

IWFM Level 4 Certificate in Facilities Management 2022

IOSH Managing Safely 2021

BA (Hons) Hospitality Management, 2:1, Wensum College of Hospitality 2015

ADDITIONAL INFORMATION

Full UK driving licence. Mental health first aider.