

Workplace Manager

Job Summary:

This is a full-time on-site role for a Workplace Manager with DeBrine Associates embedded with a client Business Unit in the Cupertino / San Jose area.

The Facilities group is dedicated to the business unit and interfaces with Real Estate & Development, Project Management, Work Place Planning, Transportation, Janitorial, Security and Facilities. The group supports the all levels of the business unit in a customer service role.

We are seeking a proactive and detail-oriented Workplace Manager to support the day-to-day operations of our workplace environment. The ideal candidate is a strong communicator with a passion for service and operational excellence. This role requires regular interaction with employees, vendors, and facilities leadership—making effective written and verbal communication a top priority.

Description:

- Serve as point of contact for building support and employee service requests
- Manage daily operations, including employee requests, overseeing day porter staff, and overall maintenance of the building
- Monitor and respond to service tickets, coordinate to completion with maintenance vendors and internal teams for furniture, building access, AV and related tasks
- Assist with space assessments and space walks
- Prepare conference rooms and meeting spaces for events, and manage conference room calendars
- Coordinate, escort and supervise onsite vendors for repairs and maintenance
- Contribute to the implementation of event logistics and setup
- Assist with building move processes

Key Qualifications:

- 3-5 years of experience in a corporate environment, facilities-related role
- Meticulous attention to detail in building interiors
- Strong written and verbal communication skills; clear, direct, and professional
- Highly responsive, customer-service oriented mindset
- Flexible and adaptable approach to problem-solving
- Comfortable managing day-to-day logistics and interacting with cross-functional teams

Education:

- Bachelor's degree or equivalent experience

The salary range for this position is \$85k to \$100k annually, with a generous benefits package. Compensation offered may vary based upon work location, experience, qualifications, specialty training, and market and business considerations, among other factors.