

JOB POSTING

Mill Town is an impact investment group based in Pittsfield, Massachusetts, in the heart of the Berkshires. We focus on improving our region through impactful business investments, visible real estate projects, and broad community development efforts. **Our Mission:** To improve the quality of life in the Berkshires. We work collaboratively to improve our community and region by investing in valuable projects, building connections, and empowering entrepreneurs and community organizations.

Mill Town has a current opening for a **Facility & Project Manager** to join our team supporting a variety of projects and initiatives.

Job Vision:

Through our various entities and projects, Mill Town owns numerous sites, buildings, equipment, pieces of furniture, tools, and various items of inventory. This position will oversee our facilities and develop and maintain a database of inventory for all Mill Town sites, properties, and assets. This role will maintain an accurate list of items, uses, values, and develop tracking mechanisms along with having oversight over all Mill Town-owned properties and serve as a key resource for site-based project management and inventory knowledge. A critical need is the development of preventative maintenance plans and overseeing the implementation of these plans across sites. There is also a growth opportunity to manage projects across the Mill Town portfolio of real estate and assets.

Qualifications:

- Strong blend of applicable skills, which could include facilities management, engineering, maintenance, grounds, project management, insurance, accounting, etc.
- Familiarity with light and heavy equipment
- Project management skillset and experience
- Computer skills including Microsoft Office suite and basic spreadsheet knowledge

Key Characteristics:

- Demonstrated leadership ability
- Self-starter with an ability to work independently and in areas of ambiguity
- A demonstrated professional integrity
- Strong communication skills, both written and oral
- Great attitude, fun, team player
- Not satisfied with status-quo – a creative thinker
- Desire to make an impact

Benefits:

- Compensation and benefits package based on experience and qualifications
Candidates can submit resumes to info@milltowncapital.com