

BALWIN PROPERTIES

CAREER OPPORTUNITY



Contract Manager

QUALIFICATIONS & EXPERIENCE REQUIRED

- Matric and Construction Diploma / Degree
- 7+ Years Working Experience
- Experience Type : Construction Site Management, Project Management
- Required: Residential construction experience preferred

Position Type:	Permanent
Job Role:	Contract Manager
Location:	Various Sites Gauteng
Benefits:	Provident Fund / Medical Cover
Joining Date:	As soon as possible

SKILLS REQUIREMENTS

- A strong understanding of business and industry practices;
- An ability to work with diverse individuals and groups on complex issues;
- Good working experience on MS Project;
- Excellent verbal and written communication skills and exceptional attention to detail;
- Strong ability to collaborate and work alongside various members of Balwin Properties
- Strong presentation skills and ability to speak confidently when presenting at all levels

DUTIES AND RESPONSIBILITIES

- Good understanding of QS and Budget Control.
- Ability to communicate effectively with government and municipal departments at high levels.
- Accurately sets up programmes for the office and provides support and assistance to ensure adherence to the systems.
- Effectively deals with administration errors and queries.
- Sound understanding of construction and the application of construction guidelines
- Good knowledge and understanding of safety requirements on site
- Understands the requirements for placing orders and ensures that accurate arrangements are made when orders are placed and that delivery thereof is timeous and accurate
- Good understanding of the requirement to deal with snags and to liaise with the relevant people and teams in order to resolve any issues as effectively as possible.
- Ability to understand and manage quality control issues to ensure that this is instilled in the teams working on site.
- Able to prepare accurate forecasts per project and manages the project costs and do comparisons to ensure that the costing is managed and monitored effectively.
- Is aware of the necessity to report risks on site.
- Ability to guide and assist employees on site.
- Be actively involved in management meetings ensuring that reports are submitted timeously.
- Ability to manage team deadlines and ensure that quality and standard of work is not compromised while meeting deadlines.
- Have good people skills in order to understand site support staff and to know how best to motivate and encourage teams, in particular during times of high pressure.
- Sound understanding of people issues and how to manage them effectively in terms of soft skills, performance related issues and labour related issues.

SKILLS AND TRAITS

- Willingness to continuously learn and develop;
- Professional and environmental aptitude;
- Integrity, credibility and commitment to and passion for Balwin's mission and vision;
- Good programme knowledge in terms of IT – Word, PowerPoint, Internet Explorer, Excel etc;
- Strong negotiation and persuasion ability;
- Time management and effective planning and organising;
- Ability to manage stress and work pressure;
- Ability to work well with clients;
- Strong communication skills on all levels; and
- Ability to action and drive results and outcomes

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to careers@balwin.co.za

