

BALWIN PROPERTIES IS RECRUITING



QUALIFICATIONS & EXPERIENCE REQUIRED

- ✔ Matric minimum - Construction qualification beneficial
- ✔ Min of 5 Years working experience
- ✔ Experience Type: Foreman - Residential

Position Type:	Permanent
Job Role:	Foreman
Location:	Cape Province , JHB and Tshwane
Benefits:	Provident Fund / Medical Cover
Joining Date:	As soon as possible

KEY DELIVERABLES

- ✔ Clear understanding of project requirements and how to implement the requirements daily.
- ✔ Ability to understand and perform technical requirements of the job.
- ✔ Strong communication skills.
- ✔ Ability to build strong relationships with all stakeholders.
- ✔ Accurately prepares and delivers on month end requirements.

DUTIES AND RESPONSIBILITIES

- ✔ Understands the technical requirements of the site and ensures that this is incorporated into the project plan and implemented at the correct time by the most skilled individuals.
- ✔ Is able to accurately follow, understand and implement the detailed Microsoft bar chart block programs.
- ✔ Remains ahead of all deliverables on a project and ensures that project deliverables are on track and completed within the required deadlines and according to the required specifications.
- ✔ Ensures that the site support staff have been provided with clear guidelines of their daily tasks and required deliverables per project.
- ✔ Ensures that the quality control paper work is accurately completed and submitted to management timeously and that the necessary engineer sign-offs are correctly followed.
- ✔ Timeous completion of month end requirements and submission of accurately completed timesheets reflecting time spent on transaction work.
- ✔ Ensures that the correct procedures are followed during the handover of units to clients.
- ✔ Submission of expense claims timeously with the necessary supporting documentation and approvals.
- ✔ Pays careful attention to the quality of work and conducts detailed quality control during projects. Ensures that quality standards are clearly documented along with the relevant procedures to follow.
- ✔ Ensures that issues are dealt with effectively to ensure they do not reoccur.

SKILLS AND TRAITS

- ✔ Deadline driven
- ✔ Ability to work well under pressure
- ✔ Excellent verbal and written communication
- ✔ Ability to work on multiple tasks
- ✔ Ability to establish and maintain good working relationships
- ✔ Excellent time management
- ✔ High sense of urgency
- ✔ Reliable
- ✔ Good attention to detail
- ✔ Ability to problem solve

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

