





# BALWIN PROPERTIES IS RECRUITING








## Site Manager

### QUALIFICATIONS & EXPERIENCE REQUIRED


















-  Matric, Diploma or Degree in Construction
-  Residential Construction Experience
-  Valid Drivers License
-  5-10 years' experience

Position Type:	<b>Permanent</b>
Job Role:	<b>Site Manager</b>
Location:	<b>Site - KZN</b>
Benefits:	<b>Provident Fund / Medical Cover</b>
Joining Date:	<b>As soon as possible</b>










### KEY DELIVERABLES

-  Clear understanding of project requirements and how to implement the requirements daily.
-  Effective management of teams on site towards required deliverables and within required timeframes.
-  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.
-  Progress reporting to Management

### RESPONSIBILITIES

-  Preparing daily delivery resources control, by ensuring that delivery and allocation of resources is timeous and correct.
-  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 relevant individuals.
-  Management of the contractors in terms of the sequence of trades.
-  Ensures that all site 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.
-  Accurately identifies potential risks and raises these with management.
-  Deals with employee issues in terms of management and discipline.
-  Where necessary deals with council and those involved in terms of site issues.
-  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.
-  Understands and is able to control the measuring equipment effectively (i.e. dumpy levels, DCP etc).
-  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.
-  Is able to effectively solve problems that arise on the projects.
-  Ensures that the technical and quality requirements have been set up accurately and that it is communicated and understood by all.
-  Is able to understand and accurately implement the drawings and details.
-  Provides assistance and support to contractors, subordinates and colleagues on a daily basis.
-  Able to manage multiple tasks at any given point in time

### SKILLS AND TRAITS

-  Deadline driven
-  Good management of staff and their time
-  Excellent project management skills
-  Good communication skills
-  Ability to work well under pressure
-  Excellent verbal and written communication
-  Ability to work on multiple tasks
-  High sense of urgency
-  Ability to problem solve

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to [careers@balwin.co.za](mailto:careers@balwin.co.za)

