

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:	Permanent
Job Role:	Site Manager
Location:	Site - KZN
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.
- 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

