

Job Advertisement

Job Title:	Site Manager / Engineer Assistant
Salary	All-Inclusive salary package per annum
Reporting to	Site Services Coordinator
Based:	Pretoria
Reference No:	HRC010/2023

Introduction

Our firm of consulting engineers is seeking to employ an experienced and well organised candidate to fill the role of a Site Manager/ Engineer Assistant.

Qualifications & Experience:

BTech Engineering in Civil from an accredited university or equivalent. A minimum of 5 years' experience in a site management position. Registration with Engineering Council of South Africa (ECSA) and SACPCMP would be an advantage. If such registration is not in place a timeline for such registration must be agreed. Specific experience in:

- GCC 2015
- CIDB
- SANS 1200
- MS Excel, Word, PowerPoint, Projects.
- Machinery Act.
- Employment Equity Act.
- Measuring and Survey experience.

Purpose of the job:

The applicant must be able to supervise construction projects and provide quality assurance that completed work is in compliance with the plans and specifications. Maintain accurate records and reports related to the project. Act as point of contact and coordinate directly with principal contractor. Monitor progress against accepted construction schedule and review the Contractor's progress reports. Assess the progress and inform the Project Manager and client in case of delay.

Oversee field site activities and provide technical advice on construction and design. Discuss deviations from specified construction materials and procedures with Project Manager. Participate in contract close-out activities. Conduct regular progress meetings with the contractor and appropriate personnel and report on any issues, as necessary. Other duties as assigned.

Person Specifications:

- Excellent listening skills
- A willingness to solve problem.
- Strong verbal & written communication skills in English and Afrikaans.
- Resilience - being able to handle complaints from customers.
- The ability to work as part of a team.
- Be self-driven & pro-active.

Competencies:

- Fast & accurate data entry skills
- Excellent phone manner
- A high level of accuracy & attention to detail
- Client focus
- Be a self-starter who shows initiative.
- Respond to client enquires.
- Travel with own vehicle (Preferably LDV)
- Willing to sleep over from time to time.

The successful candidate will be expected to amongst others:

- To be diligent. To be successful in our business, you will need to be driven and self-motivated with a hunger for results.
- Be a team player. We are all about teamwork and interdependency and each of us take responsibility in making a positive impact on the business and one another.
- To be competent in site management.

Type of Employment:

12-month Limited Duration Contract (LDC)

Only shortlisted candidate will be contacted and will be subjected to qualification verification and reference checks.

To apply for the position, please email your detailed CV with your certified qualification copies to hr@ceenex.com and indicate the reference and job title on the Subject Line. The closing date: **2 March 2023**. If you have not been contacted within the two (2) weeks of the closing date, please note that your application was unsuccessful.