

VACANCY BUILDING PROJECTS: PROJECT CO-ORDINATOR

The above position is available with effect from 1 July 2019.

Key Duties and Responsibilities will include amongst other things:

- To initiate, start, manage, and successfully complete small building projects at the College, of varying type and complexities
- Product procurement, ensuring best quality and best price
- To select, appoint, and manage various building professionals, contractors with subbies, and specialists
- Provide support to the School Maintenance Team, and the Building Manager
- To assist with the School's Maintenance Log System and attending to such requests
- Manage the School's small outsourced building team, to execute small building projects and maintenance tasks, on a continual full-time basis
- Maintaining a positive, safe and constructive work environment.
- Staying up-to-date with latest trends and technologies within the building industry

Qualities and skills:

- Ideally a relevant qualification in the built environment
- A minimum of 3 years hands on experience in this field
- Sound technical knowledge of building and property related processes, methodology and products
- Ability to manage various sub-contractors and service providers
- Be able to execute these tasks, with limited supervision
- Basic computer literacy (Outlook, Word, Excel)
- Be able to handle many competing projects simultaneously
- Be quality and best practice conscious
- Ability to forge relationship with many staff members, and outside service providers
- Excellent interpersonal skills and a service delivery focus
- Initiative and attention to detail
- Sound knowledge of Microsoft Word, Excel, Outlook
- Ability to multi-task and work to tight deadlines

Interested candidates should email a short CV and covering note to Kelley at Obrien Personnel kelley@obr.co.za by 7th June 2019