

Site Manager – Job Description

The successful candidate will manage and maintain day to day smooth running of the site through the management of resources, equipment, contractors/technicians and service level agreements.

Responsibilities:

- Manage & Control cost on site
- Management of contractors/technicians on site
- Welcome and orientate contractors/technician visiting site
- Ensure accidents are investigated and preventative measures are implemented
- Identify non-conformances and escalate in order to correct measures by Operations manager
- Monitor the overtime and cost efficiency
- Manage and address daily technical and operational issues
- Arrange all necessary documentation for contractors/technicians visiting the site
- Manage all compliance and regulatory requirements (e.g. Health & Safety, Maintenance)
- Monitor down time and reasons
- Adhere to procedures
- Monitor and report problems
- Management Reporting
- Stakeholder/Customer engagement and management
- Comply to all company and site related governance and Safety, Health, environment, Risk and quality requirements
- Quality of service provided is audited through personal interaction with the customer on an ongoing basis and timeous corrective action is taken when required
- Analyse feedback from customer and implement corrective action if required
- Planning and Scheduling

Minimum Requirements & Experience:

- Grade 12 (Pass)
- Qualification in Logistics/Operations Management or related field
- At least 3 years continuous experience in a similar role
- OHS knowledge
- Driver's licence

Location: Secunda

Salary: R15 000 – R20 000 per month

Applications must be emailed to Kananelo. Email - info@khano.co.za with subject title: Site Manager - Randburg

Successful Candidate must be available to start 01 June 2018.

Due Date: 16 May 2018

NB: Only shortlisted candidates will be contacted.