

Facilities Clerk

Description

ACCOUNTABLE FOR :

- Issue out logs for daily call out.
- Implement and monitor all procedures and processes relating to MHE at stores.
- Ensure the accurate and actionable processes and reports for the making of decisions.
- Ensure compliance and records control procedures.
- Monitor the servicing of diesel and electrical MHE.
- Damages on MHE – proving feedback to Facilities Manager / Store Operations on damage standards and training as needed.
- Share best practices on MHE to accelerate continual quality improvement, initiating lessons learned and best practice concepts to introduce pro-active improvement and prevent recurrence of issues.
- Identify high-cost units in need of a new approach.
- Data analysis is used to compare maintenance costs, ensuring MHE procurement choices are cost-effective.
- Calculate additional chargers, discount, rates etc.
- Participate in internal/external quality audits and report findings.
- Administrative duties as requested by management.

REQUIREMENTS FOR POSITION :

TERTIARY EDUCATION : Minimum requirement is Matric. A post matric qualification will be an advantage.

PREVIOUS EXPERIENCE : Minimum of two years' experience in an administration / finance background.

KNOWLEDGE / SKILLS : Proficiency in Excel, Google Sheets, attention to detail, excellent communication skills, time management, ability to work independently.

Hiring organization

MJM Recruitment & Facilities Clerk

Employment Type

Full-time

Duration of employment

Full Time

Industry

Retail

Job Location

Durban

Date posted

February 1, 2023