

## Facilities Coordinator

### Description

#### INTERNAL ADVERTISEMENT

#### JUNIOR MANAGEMENT APPOINTMENT – CANELANDS DISTRIBUTION CENTER

**POSITION** : Facilities Coordinator

**REPORTS TO** : Facilities Manager

#### ACCOUNTABLE FOR :

- Responsible for managing all contractors and suppliers in assigned area.
- Responsible for the upkeep of all repairs and maintenance to the facility.
- Approving of all jobs done on site timeously.
- Checking of invoices against the job cards to ensure correct billing.
- Management of all SLAs with contractors.
- Ensure maximum uptime on all machines.
- Check rates / discounts by getting comparable quote. Obtain quotes for services and material needed as per DC maintenance requirements.
- Ensure pressure settings are correct on all fire systems.
- Check that the diesel levels are maintained on generators and boilers.
- Ensure Grey water plant 100% operational.
- Ensure Gas monitoring system working.
- Ensure Generators are all on automatic position.
- Ensure all contractors are compliant with all SHEQ requirements as per legislation before they come onto site.
- Establish and build relationships with relevant stakeholders within the business.
- Conduct daily / weekly inspections.
- Attend formal meetings with Operations / Facilities Manager when required.
- Communicate and provide feedback regularly on activities and resolve queries timeously.
- Manage ad hoc facility related projects.

#### REQUIREMENTS FOR POSITION :

The preferred candidate must be available for standby where necessary.

**TERTIARY EDUCATION** : Diploma / Degree ( or related )

**PREVIOUS EXPERIENCE** : Minimum 3 years' experience in a similar role within a warehouse environment.

#### KNOWLEDGE / SKILLS :

### Hiring organization

MJM Recruitment

### Employment Type

Full-time

### Beginning of employment

1 March 2023

### Duration of employment

Full Time

### Industry

Retail

### Date posted

February 14, 2023

### Valid through

01.03.2023

Computer literacy ( Word, Excel, Outlook)

Verbal and written communication skills.

Attention to detail, strong interpersonal and networking skills.

Customer service orientation / Planning and organising skills.

Stress tolerance ( resilience)

Valid driver's license and own vehicle.