

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.