



VACANCY

PROPERTY & FACILITIES MANAGER

We have an exciting opportunity for a **Property and Facilities Manager** within Tshipi-Noto Funeral Home based at springs.

Minimum Requirements

Desired Profile and Skills

- 3 year Degree / Diploma in Operations Management /Project Management/ Facilities Management
- Minimum 5 years facilities maintenance experience.
- Must be computer literature
- Professional appearance and good communication skills
- Ability to work beyond regular work hours when required
- Valid drivers' license
- Control and maintenance of the fleet
- Control and maintenance of facilities (including property maintenance, i.e. buildings, office furniture and equipment, grounds, 24 hour security considerations, safety and security checks and procedures, signage, safety equipment, lighting, plants, cleaning services, etc.)
- Liaise with Service Providers
- Procurement of Facility related equipment and material
- Management and Control of Tools and Material/Spares
- Consideration of Health & Safety in accordance with the OHSACT.
- Security of facilities on a 24 hour basis and stays available for call out in emergencies.
- Maintain and enhance company security and safety routines.
- Maintenance and testing of emergency equipment and procedures.
- Provide appropriate reports as defined
- Must be able to perform minor electrical, mechanical or structural repairs him/herself.
- Ensures that facility lock-up procedures are adhered to.
- Responds timeously to operational emergencies such as electrical failures, water leaks, etc.

Salary: R336 000 PA

If interested and meeting the above criteria please send your CV to hr@tshipinoto.co.za by not later than 28th June 2019.