

PURPOSE OF JOB

To coordinate the engagement with inhouse teams, site teams, professional teams and Project managers, by aligning the moving parts of the project. Support the project management team with their day-to-day tasks and ensure projects are efficiently and effectively run to reach project deliverables.

KEY PERFORMANCE AREAS

- Prepare project programs
- Co-ordinate sub-contractors
- Ensure quotes are received well in advance at inception of the project
- Assist with project initiation and roll-out
- Prepare and issue minutes of all site meetings
- Ensure snagging is complete and signed off by the respective project manager in a timely manner
- Ensure guarantees are filed and communicated to the facilities team
- Ensure operation manuals and certification are filed and shared with the inhouse team
- Ensure as built drawings are prepared on an on-going basis by all trades during the construction period and issue final close out documentation
- Ensure health and safety requirements and documentation are being met and filed
- Work across multiple projects and ensure all parties are informed of progress and risks
- Report weekly on project status
- Enforce company processes
- Assist project managers with administration
- Carry out site visits to ensure projects are on track and issue reports to project manager
- Keep a keen eye on project progress, performance and spend
- Maintain a “spend” tracker sheet per project
- Ensure project payments are submitted to accounts with the respective tracker indicating balance due, any retentions etc.
- Maintain all project correspondence, arrange and co-ordinate all travel arrangements and venues for project meetings
- Monitor project progress and performance and communicate to project managers
- Communicate with the property team on tenant project requirements
- Ensure all project tasks are loaded onto a project tracker
- Research, identify and source best method and quality at the best prices needed to support the project requirements
- Ensure all projects are loaded into a project calendar and always kept up to date
- Record, Manage and Escalate any project issues or risks identified

QUALIFICATIONS, COMPETENCIES AND SKILLS

- Grade 12 - Matric (essential)
- Higher education degree relating to the built environment
- Proven track record in either business administration, project management or project co-ordination (essential)
- Minimum 5 years' experience in the built environment (essential)
- Computer literate (Microsoft Word, Excel, e-mail, internet, Microsoft Projects, CAD, Revit, Candy)
- Excellent planning abilities
- Ability to work under pressure and within tight deadlines
- Ability to manage a few projects at the same time
- Strong acumen in project co-ordination
- Strong verbal, written, and organizational skills
- Strong analytical ability
- Problem-solving aptitude
- Ability to communicate with all levels of people from labourers, professionals, tenants and property management
- Great communication skills. Professional communication on email and phone
- Confident nature
- Ability to work in a fast-paced environment
- Ability to sort through moving parts that make up a project in the built environment and prioritize
- Driver's license (Code B) (Required)