

## VACANCY

### FACILITIES MANAGER

A vacancy exists at Reutech Radar Systems, for a Facilities Manager.

#### Purpose of the Position:

- To maintain, repair and if needed improve all land and building used by RRS on behalf of Reunert.
- Ensure facilities are kept operational, secure and safe in order to carry on the current RRS business.

#### Duties & Responsibilities:

- Primary responsibility is to ensure the continuous improvement and maintenance of the RRS facilities and gardens.
- Responsible for the maintenance of plants and machines directly under the Facilities Department
- Oversee and manage facilities staff members.
- Management of the **reception** front desk and **telephone** exchange services
- **Security** at all the RRS properties including the fire alarms
- **Rental management** of all rented buildings and offices
- Coordination of all **staff services** i.e taxi, stationary, catering
- Management of all **maintenance and repair** of the building (Structural, selected office Equipment, selected Plant & Machinery, Gardens)
- Management of all Building and property **improvement projects**
- Management of all **cleaning** and cleaning services and service providers.
- Management of all **catering** and beverages services and service providers
- The **supplier development** of the service providers specifically KYTE coffee company.
- Management of the Environmental Management System (EMS) and **recycling programmes** at RRS
- Occupational **Health & Safety** in the Facilities department as required
- Provision of support during **company events** and functions as required
- Planning and **administration** of the property related matters
- Ad-hoc Tasks as requested

**Experience and Skills Requirements:**

- Tertiary qualification, **Qualified/Trade Tested Electrician** and suitable construction or maintenance experience
- Civil and Electrical Engineering and construction knowledge
- **Communication** skills and an ability to communicate with all levels of management
- Planning, organization and delegation experience
- Project management skills and previous **building management** experience will be advantage
- Ability to work independently
- Valid Driver's license

This description is a general statement duties and responsibilities and is a non-exhaustive list. Other duties may be assigned.

If you are interested in this vacancy, please submit your CV to [Careers@reutech.co.za](mailto:Careers@reutech.co.za), by no later than 19 September 2018.