

# VACANCY

## FACILITIES MANAGER

Reutech Radar Systems is a radar development company located in Stellenbosch. We develop radar systems and subsystems for the defence, security and mining industries, both locally and internationally.

### Main Purpose of the Job:

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

### Main Responsibilities:

- Primary responsibility is to ensure the continuous improvement and maintenance of the RRS facilities and gardens.
- Responsible for the maintenance of plant and machinery
- Oversee and manage facilities.
- Management of the reception front desk and telephone exchange services
- Manage physical security of the premises
- 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
- 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

### Qualifications and Skills Requirements:

- Diploma/Degree in Facilities Management
- Min 3 years' hands on experience in an electrical, construction, and maintenance environment
- At least 5 years' experience in Facilities Management
- At least 5 years' experience managing staff
- Driver's license

### Key Goals

- Ensure health and safety compliance
- Ensure all audit requirements are met
- Ensure plant and machinery are maintained in line with regulatory requirements
- Control budgets
- Project management of facilities related projects
- Improve efficiencies
- Manage vendors

### Competencies:

- Communication skills and an ability to communicate with all levels of management
- Planning, organization and delegation experience
- Prioritising and planning
- Attention to detail
- Analyse data and report writing
- Decision making and process control
- Project management
- Financial controls
- People leadership

Should you be interested and meet the requirements, please submit your application to Monique van der Walt at [careers@reutech.co.za](mailto:careers@reutech.co.za)

Should you not receive any feedback within 2 weeks from submitting your application, please consider your application as unsuccessful.

The company reserves the right to cancel or amend a vacancy as advertised.

