




BALWIN PROPERTIES IS RECRUITING








Foreman

QUALIFICATIONS & EXPERIENCE REQUIRED











-  Matric minimum - Consttuction qualification beneficial
-  Min of 5 Years working experience
-  Experience Type: Foreman - Residential

Position Type:	Permanent
Job Role:	Foreman
Location:	Gauteng / Tshwane / KZN
Benefits:	Provident Fund / Medical Cover
Joining Date:	As soon as possible











KEY DELIVERABLES

-  Clear understanding of project requirements and how to implement the requirements daily.
-  Ability to understand and perform technical requirements of the job.
-  Strong communication skills.
-  Ability to build strong relationships with all stakeholders.
-  Accurately prepares and delivers on month end requirements.

DUTIES AND RESPONSIBILITIES

-  Understands the technical requirements of the site and ensures that this is incorporated into the project plan and implemented at the correct time by the most skilled individuals.
-  Is able to accurately follow, understand and implement the detailed Microsoft bar chart block programs.
-  Remains ahead of all deliverables on a project and ensures that project deliverables are on track and completed within the required deadlines and according to the required specifications.
-  Ensures that the site support staff have been provided with clear guidelines of their daily tasks and required deliverables per project.
-  Ensures that the quality control paper work is accurately completed and submitted to management timeously and that the necessary engineer sign-offs are correctly followed.
-  Timeous completion of month end requirements and submission of accurately completed timesheets reflecting time spent on transaction work.
-  Ensures that the correct procedures are followed during the handover of units to clients.
-  Submission of expense claims timeously with the necessary supporting documentation and approvals.
-  Pays careful attention to the quality of work and conducts detailed quality control during projects. Ensures that quality standards are clearly documented along with the relevant procedures to follow.
-  Ensures that issues are dealt with effectively to ensure they do not reoccur.

SKILLS AND TRAITS

-  Deadline driven
-  Ability to work well under pressure
-  Excellent verbal and written communication
-  Ability to work on multiple tasks
-  Ability to establish and maintain good working relationships
-  Excellent time management
-  High sense of urgency
-  Reliable
-  Good attention to detail
-  Ability to problem solve

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to **careers@balwin.co.za**

