

ASSISTANT CONTRACT MANAGER (SmartMatta) – PRETORIA, GAUTENG

TITLE

ASSISTANT CONTRACT MANAGER (SmartMatta)

REPORTS TO

SENIOR CONTRACT MANAGER

JOB SUMMARY

This role is a junior supportive role to operations. Ensure that all sites and personnel are run as productively and efficiently as possible to ensure maximum recycling extraction and profits.

KEY RESPONSIBILITIES

Assist with the operational management of commercial sites

- Assist the Contract Managers with regular sites visits when needed
- Ensure that the sites have the correct stock and consumables and that the material is in good condition
- Collecting time sheets for payroll
- Provide support to the Contract Managers by ensuring that all sites are clean, productive and operational
- SHEQ responsibility: ensure that all staff has the correct PPE
- Updating of absent / leave forms report
- Stand in for the Contract Manager when required

Personnel management

- Assist management with the transportation of relief workers to the different sites where needed
- Assist in the documentation process during the recruitment and appointment of personnel, as per the company policies and procedures
- Support the Contract Managers to ensure that all staff problems are addressed immediately
- Assist with the induction and training of all staff as per the company policy and procedures
- Ensure that all resignations adheres to the company rules and regulations
- Ensure all staff members are working according to the code of conduct
- Support management in addressing grievances of staff as per the grievance policy of the company
- Support management to ensure disciplinary actions adheres to the code of good practice
- Assist the Contract Managers with correct information to ensure that the monthly personnel remuneration is accurate

Administration responsibilities

- To ensure that all relevant documentation is collected and delivered, in order for management to complete all reports timeously
- Assist in the completion of reports as and when needed

SHEQ responsibilities

- Ensure that all staff has the correct PPE
- Ensure that staff is trained regarding the OHS regulations per site
- Ensure that each site has a completed SHEQ file
- Ensure that all staff has been trained on dangerous equipment at sites where this is used
- Assist on grass root level to ensure that site adheres to all SHEQ and environmental policies and procedures

COMPETENCIES

- Practical experience and knowledge of accounting systems and functions, including debtors and creditors
- Excellent communication and interpersonal skills
- Excellent time management and organizational skills
- Ability to work under pressure, multitask and effectively set priorities
- Attention to detail and a high level of accuracy
- Maintain a high level of confidentiality
- Ability to adapt to changing work requirements and situations
- Problem solving skills and the ability to identify opportunities for process, system and work area improvement
- Performance orientated: possess initiative, enthusiasm and self-motivation to make things happen and gets things done
- Self-starter who works well with limited supervision
- Excellent work ethic
- Demonstrated proficiency in the use of MS Office, especially Excel

REQUIREMENTS

- Experience in a similar role
- Relevant qualifications and experience, knowledge and skills
- High proficiency in Microsoft Office is essential
- Valid code 8 driver's license and own reliable transport preferable
- Must be well presented, professional and have excellent communications skills

Employment will be implemented in accordance with the Employment Equity Act.
Only Applicants being considered for the role will be contacted.

Closing date: 31st January 2022

Should you wish to apply, please complete the online application process