

### **Position Available – Junior Area Manager Maintenance division**

Contours Landscapes (PTY) Ltd, a well-known Landscape Contractor is looking for a prospective employee who will work as a Junior Area Manager for Contours Landscapes (PTY) Ltd in a full time capacity to ensure the standard of maintenance work is to the highest level. Contours Landscapes (PTY) Ltd HQ is in Muizenberg.

The prospective employee will be integrated in the shaping of this leading brand. They will be exposed to a variety of professionals and clients alike.

### **JOB RESPONSIBILITIES AND EXPECTATIONS BUT NOT BE LIMITED TO:**

- Collecting ground staff at 6h00am from designated collection point
- Ensuring ground staff and tools are ready for the day and leaving for site prior to 7am
- Ensuring the teams use the tools correctly
- Ensure Maintenance rosters are adhered to
- Project planning by setting weekly task completion objectives
- Co-ordinating all site activities
- Collecting site materials when required
- Ensuring site productivity and that staff work an 8hour day
- Staff motivation
- Staff disciplinary and warnings for non-performers
- Issuing instructions to the ground staff
- Accurate record keeping – monitoring of costs and staff activities
- Ensuring company vehicle and tools are clean and tidy and well maintained.
- Communicating with the client when you are on site
- Ensuring maintenance of landscapes to be of the highest level
- Admin duties

### **EXPERIENCE AND REQUIRED SKILLS:**

- driver's license
- Ensuring the company vehicle is well looked after and serviced.
- Management of staff using tools and power tools.
- Command of safety regulations.
- Able to deal with minor disciplinary procedures up until final written warning.
- Leadership qualities
- Horticultural knowledge
- MS Office
- **planning skills:**
  - understand the scope of the project and set a project schedule (forward planning)
  - plan and assign work daily to achieve objective and be able to make adjustments in response to pressures on site (deliveries not arriving, etc.)
  - set weekly task completion objectives
  - submit timelines and delivery dates for various tasks/orders

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#### **CONTOURS LANDSCAPES**

Unit 2B Lakeside Place, Capricorn Business Park, Muizenberg, Cape Town, 7945 South Africa  
admin@contourgroupp.co.za | www.contourslandscapes.co.za | +27 (0)21 788 1202

- **communication skills:**
  - good communication & liaison skills (written and verbal)
  - be confident about listening to clients concerns if approached
  - trouble shooting of potential problems on any given site
  - know when to ask for help and assistance from Manager or CC infrastructure
  
- **leadership skills:**
  - manage the staff under their ambit in terms of productivity and mentoring
  - ensure roles and responsibilities of sub-ordinates are carried out
  
- **record keeping and admin skills:**
  - monitor budget by way of labour and site elements – quote vs actual
  - level 1 excel skills, and email operation
  - managing POs and the site file
  
- **plant knowledge:**
  - fairly good knowledge base of the most frequently used plants in our landscapes and an interest in developing this knowledge base as new plants become used and known.

**If you possess these basic requirements then please submit:**

- Copy of your CV
- Qualifications
- Salary expectation (recent pay-slip will be requested when shortlisted)

This vacancy is available immediately. Please email your CV to [hr@contoursgroup.co.za](mailto:hr@contoursgroup.co.za) before 03/09/2018 and quote-ref: Junior Area Manager.

Should you not hear from us within 2 weeks upon applying, please consider your application unsuccessful.

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