

Vacancy – Contract Manager (Stellenbosch - Cape Town)

An opportunity exists for a Contract Manager at our Cape Town branch based in Stellenbosch. We are looking for an individual that has well-developed technical skills, strong customer focus and a passion for landscaping.

Qualifications and Work Experience Required

- Matric Certificate
- Tertiary qualification preferably in Horticulture and / or Turf Management.
- Minimum of 2 years experience in middle management in the landscaping and / or services industry

Job Competencies

- Must have a valid driver's license (minimum code 8)
- Knowledge of the landscaping industry
- Knowledge of irrigation systems
- Knowledge of landscaping machinery
- Computer literacy in MS Word and MS Excel and MS Outlook
- Ability to coordinate and oversee any new installations or amendments to existing installations at clients / customers
- Good communication skills (written and verbal preferably in English)
- Able to work independently
- Candidate must have contactable references
- Good work ethic and a positive attitude and must be willing to work under pressure

Duties and Responsibilities

- Maintain regular communication with client and develop relationship with contact person.
- Maintain number of complaints and follow-up on maintenance/incident report book
- Manage client needs whilst maintaining attention to detail
- Implement cleaning plan to client's satisfaction
- Provide feedback to client regarding complaints
- Provide feedback to Operations Manager
- Control of direct expenses, handling requisitions, issuing, usage, storage and dilution of cleaning materials
- Control vehicle usage (where applicable)

Proud Members Of:



Bidvest Services (Pty) Ltd t/a Bidvest Top Turf, Reg. No. 2000/011155/07

Board Directors: A Fainman, D. Leslie, AN Ngcuka, TG. Scruse, AR Shuenyane, HD. Strydom



- Control overtime.
- Maintain communication with staff, conduct performance evaluations
- Maintain register administration, payroll distribution and payroll queries
- Industrial Relations
- Maintain manpower development & on-the-job training
- Management of supervisors and cleaners
- Adherence to company policy and procedures
- Maintain equipment availability, equipment storage and equipment condition and safety
- Maintain adherence to uniforms and dress code
- Maintain condition of vehicles
- Maintain appearance of equipment, storeroom and office
- Propose and Implement new methods and ideas to aid productivity
- Maintain safe operating procedures
- Conduct equipment safety inspections
- Maintain and oversee safe storage of chemicals
- Monitor personal protective equipment (PPE) usage

If you meet the above requirements and description, please email your detailed CV to MJ.Odendal@topturf.co.za

CLOSING DATE FOR APPLICATIONS: TUESDAY 30th September 2025