





# BALWIN PROPERTIES IS RECRUITING







## Contract Manager

### QUALIFICATIONS & EXPERIENCE REQUIRED

















-  Construction Degree or Engineering Degree
-  10+ Years Experience
-  Experience Type : Experience in managing multiple residential developments and the team.
-  Required: Strong Leadership skills and residential construction experience

Position Type:	<b>Permanent</b>
Job Role:	<b>Contract Manager</b>
Location:	<b>KZN</b>
Benefits:	<b>Provident Fund / Medical Cover</b>
Joining Date:	<b>As soon as possible</b>











### KEY DELIVERABLES

-  A strong understanding of business and industry practices;
-  An ability to work with diverse individuals and groups on complex issues;
-  Good working experience on MS Project;
-  Excellent verbal and written communication skills and exceptional attention to detail;
-  Strong ability to collaborate and work alongside various members of Balwin Properties
-  Strong presentation skills and ability to speak confidently when presenting at all levels

### DUTIES AND RESPONSIBILITIES

-  Good understanding of QS and Budget Control.
-  Ability to communicate effectively with government and municipal departments at high levels.
-  Accurately sets up programmes for the office and provides support and assistance to ensure adherence to the systems.
-  Effectively deals with administration errors and queries
-  Sound understanding of construction and the application of construction guidelines
-  Good knowledge and understanding of safety requirements on site
-  Understands the requirements for placing orders and ensures that accurate arrangements are made when orders are placed and that delivery thereof is timeous and accurate
-  Good understanding of the requirement to deal with snags and to liaise with the relevant people and teams in order to resolve any issues as effectively as possible.
-  Ability to understand and manage quality control issues to ensure that this is instilled in the teams working on site.
-  Able to prepare accurate forecasts per project and manages the project costs and do comparisons to ensure that the costing is managed and monitored effectively.
-  Is aware of the necessity to report risks on site.
-  Ability to guide and assist employees on site.
-  Be actively involved in management meetings ensuring that reports are submitted timeously.
-  Ability to manage team deadlines and ensure that quality and standard of work is not compromised while meeting deadlines.
-  Have good people skills in order to understand site support staff and to know how best to motivate and encourage teams, in particular during times of high pressure.
-  Sound understanding of people issues and how to manage them effectively in terms of soft skills, performance related issues and labour related issues.

### SKILLS AND TRAITS

-  Willingness to continuously learn and develop;
-  Professional and environmental aptitude;
-  Integrity, credibility and commitment to and passion for Balwin's mission and vision;
-  Good programme knowledge in terms of IT – Word, PowerPoint, Internet Explorer, Excel etc;
-  Strong negotiation and persuasion ability;
-  Time management and effective planning and organising;
-  Ability to manage stress and work pressure;
-  Ability to work well with clients;
-  Strong communication skills on all levels; and
-  Ability to action and drive results and outcomes.

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to [careers@balwin.co.za](mailto:careers@balwin.co.za)

 **Balwin**  
PROPERTIES®