

VACANCY

FACILITIES OFFICER HEAD OFFICE

Applications for interested and suitably qualified candidates are invited in respect of the above vacancy.

CORE PURPOSE OF THE JOB

To provide generalist support to the Facilities Manager and Facilities Department in various areas such as Security, Occupational Health and Safety, Cleaning, Maintenance and General Maintenance of the Building, Service Level Agreements, Policies and Procedures, Parking Area Management including Pool Vehicles, Fixed Asset Management, Procurement including payments, Mail, Driver and relief Reception functions to ensure smooth co-ordination of all these areas.

MAIN FUNCTIONS OF THE JOB INCLUDE:

Security

- Assist in overseeing daily security operations at head office and branches.
- Liaise with security personnel and branch managers to resolve security issues.
- Monitor guard performance, patrols, and monthly reports.
- Review and process security service invoices and payment requisitions.

Occupational Health & Safety

- Monitor and ensure compliance with OHS regulations through audits, site visits, and regular follow-ups.
- Coordinate and document quarterly OHS meetings, fire drills, and evacuation drills.
- Maintain up-to-date OHS signage and training records across all sites.
- Prepare and submit monthly and quarterly compliance reports to the Facilities Manager and Executive Committee.
- Track and follow up on all outstanding safety issues and audit queries.

Cleaning

- Monitoring daily cleaning operations to ensure service standards are met.
- Managing and controlling stock levels of consumables within budget.
- Coordinating additional cleaning services as needed.
- Maintaining daily staff registers and ensuring appropriate staffing levels.

Maintenance and General Maintenance of the Building

- Assisting in the coordination of building maintenance, including electrical, plumbing, HVAC, structural checks, and pest control.
- Conducting regular inspections of air-conditioning units, generators, UPS systems, and other critical infrastructure.
- Overseeing maintenance of CCTV, alarm systems, and garden services in collaboration with relevant departments and service providers.
- Ensuring compliance with service level agreements for routine cleaning, deep cleans, and external contractor services.

Parking Area Management including Company Pool Vehicles (Update in line with Supervisor)

- Managing parking facilities and ensuring accurate monthly fee collection and reporting.
- Maintaining cleanliness and order in basement and podium parking areas.
- Overseeing company vehicle maintenance, licensing, insurance claims, and servicing.
- Coordinating with Legal on vehicle-related incidents and managing vehicle acquisitions and disposals.
- Reviewing and authorizing auto card reconciliations and payment requisitions for vehicle expenses.

Office Administration

- Assisting with oversight of reception, switchboard, and general office support staff.
- Managing departmental registers, mail handling, and payment requisitions.
- Providing backup support for reception and switchboard when needed.
- Monitoring debit card usage and processing monthly accruals.
- Maintaining and updating the fixed asset register and related systems.

Courier & Document Services

- Coordinating local and international document, equipment, and goods shipments.
- Completing courier forms and maintaining a courier register.
- Tracking deliveries and reconciling courier service accounts.
- Reviewing courier service providers annually with the Facilities Manager.
- Assisting with the replication, collation, and distribution of documents as needed.
- Handling bulk photocopying, binding, and preparing Director's packs for meetings.
- Filing documents and maintaining photocopier equipment.
- Monitoring and reporting photocopier usage to Finance.

Stationery Management

- Ordering and purchasing office stationery, ensuring proper authorisation.
- Monitoring and reconciling stationery stock levels.
- Overseeing the ordering process via the Waltons system.
- Coordinating printed stationery orders for various departments and branches in collaboration with Marketing.

Travel, Accommodation and Car Hire

- Assisting with the booking of local and international air travel through the travel management company and TravellIT.
- Coordinating car hire and transportation for staff as requested by HR and departments.

Driver & Messenger Duties

- Conducting weekly checks on vehicles for roadworthiness, including oil, tyres, and cleanliness.
- Reconciling vehicle petrol card accounts and vouchers monthly.
- Handling the collection and delivery of documents, as well as transporting staff and management to meetings, branches, and the airport.

Mail Functions

- Sorting and distributing incoming mail, ensuring dual control and accuracy.
- Recording and processing all outgoing mail, including registered, priority, and bulk mail.
- Managing the franking machine, including daily reconciliation and arranging credits.
- Handling hand deliveries, ensuring they are registered and delivered to the correct departments.
- Allocating postage costs to relevant departments and maintaining organized records.

Messenger Services

- Arranging postage and collection of mail to and from the Post Office.
- Reconciling postage and parking vouchers on a weekly basis.
- Monitoring and following up with local authorities to ensure no traffic violations for company vehicles.

Relief Duties

- Greeting and directing visitors to the appropriate staff, ensuring a professional first impression.
- Handling hand deliveries and courier parcels, ensuring proper registration and notification.
- Maintaining the cleanliness and organization of the reception area and entrance foyer.
- Monitoring the functioning of the reception area television.

QUALIFICATIONS

- BCom degree or relevant qualification
- Valid driver's licence

PREFERRED EXPERIENCE

- A minimum of 2-3 years within the facilities industry
- Project managements experience be advantageous

KNOWLEDGE

- Basic understanding and knowledge of electricity, electrical equipment an electrical installations
- Working knowledge of IT equipment, networking systems, and understanding of computer hardware
- Working knowledge of heavy equipment and machinery and the operation thereof
- Basic understanding of safety rules and regulations

Al Baraka Bank is an Equal Opportunity Employer. Applicants from the previously disadvantaged groups and people with disabilities will be given preference.

Kindly forward your CV to kameshini@albaraka.co.za