

## VACANCY

### **FACILITIES OFFICER - HEAD OFFICE - DURBAN**

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 and asset management, Mail, Driver and relief Reception functions to ensure smooth co-ordination of all these areas.

#### **MAIN FUNCTIONS OF THE JOB**

- Assists with tasks related to monitoring the security systems and personnel.
- Assists with the compliance of statutory regulations and administration in respect of Occupational Health and Safety for group.
- Assists with the external service providers in respect of cleaning services, pest control and garden maintenance.
- Assists with the conducting of maintenance of the building on a regular basis as well as to electrical and mechanical equipment at head office.
- Assists with the tasks related to the maintenance of Company vehicles.
- Assists with the administration of the Mail services function
- Assist with all activities relating to the reception area
- Assist with driving and delivery functions as and when required.
- Assists and co-ordinates all events and catering at head office.

#### **QUALIFICATIONS**

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

#### **PREFERRED EXPERIENCE**

- A minimum of 2-3 years within the facilities industry

- Project management experience be advantageous

## **KNOWLEDGE**

- Basic understanding and knowledge of electricity, electrical equipment and 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 [stephanie@albaraka.co.za](mailto:stephanie@albaraka.co.za)**