AFRILOGISTIK
PROJECT LOGISTICS · RIGGING · ACCESS EQUIPMENT

Job Title: Contract Manager

Job description:
Afrilogistik has an exciting opportunity available for a Contract Manager to join our innovative and dynamic team.

Purpose of the role:
We are looking for astute Contract Managers to outline pre-planning and coordination of on-site implementation for roll-out projects. The Contract Manager will be responsible for liaising with, and monitoring the productivity of subcontractors on site to meet the deadline. The individual will also be responsible for reporting to the Regional Project Manager & Senior Contract Manager regarding project status updates, and escalating any damages, accidents, or delays on site to counter these obstacles in an agile manner.

Key Performance Areas:
The Contract Manager will report to the Regional Project Manager & Senior Contract Manager in performing their duties on site.

Role and Responsibilities
- 100% presence on site for duration of project - extensive travel
- Permit issuing
- Escalating issues on site with Regional Project Manager & Senior Contract Manager
- Administration related to implementation of projects; pre-planning, schedule or coordinate
project activities to meet deadlines
- Issue progress reports to Regional Project Manager & Senior Contract Manager in terms of project updates
- Liaising and monitoring of subcontractors
- Interpret and explain plans and contract terms to subcontractors, including administrative staff, workers, or clients
- Inspect or review the project implementation process to monitor compliance with building and safety codes or other regulations during execution of work
- Monitoring subcontractors on site according to project program
- Communicate job progress with Regional Project Manager

Qualifications and Experience:
- 1-2 years on-site construction implementation experience
- Experience working in multidisciplinary teams

● Experienced use of project management software
● Knowledge of retail fitout advantageous
● Experience engaging with subcontractors as per project requirements
● Ability to read technical drawings and site surveys

Skills and Attributes:
● Administration and Management
● Exceptional Computer literacy
● Written & Verbal communication
● Coordination and Organisation of multiple tasks
● Time Management
● Attention to Detail
● Teamwork
● Complex Problem Solving
● Critical Thinking skills

Policy:
Our mission is to enable each employee to unleash their full potential and in turn, drive the Ecosystem.Africa Group forward. All while living our values:
● Integrity - building and maintaining trust comes from open & honest communication
● Dynamism - makes us enterprising, creative & innovative is that we focus on providing solutions using a diversity of skilled individuals
● Care - caring is crucial in everything we do to ensure that we have the maximum positive impact on our people, clients, country and planet.
● Community - healthy, fun, supportive and robust relationships we build here result in a resilient, appreciative and empathetic community.