



<b>Job Title</b>	Projects and Sales Co-ordinator
<b>Location</b>	Fourways, Johannesburg
<b>Salary</b>	Between R 8000 – R 10 000 (qualification and experience dependent)
<b>Contract Type</b>	Internship (6 months – 1 year)

### Responsibilities

- Examine and interpret professional plans or arrange the drawing of plans to meet building regulations in conjunction with the appointed professionals, consultants, contractors or sub-contractors, supplies on the project/s.
- Arrange submission of plans or applications to local authorities for approval and arrange inspections of building works, in-order to receive all statutory documents required for the successful registration of the building, unit/s or property into the Clients name; including but not limited to the following: All NHBRC certificates, Council Occupancy certificates, Approved SDP, Approved Building Plans, Clients Letter of Satisfaction, Rates Clearance Certificates, etc.
- Processing, billing rectification, reconciling, refund requests and sorting out of all Company/Projects Accounts with the Council/Government, including but not limited to: All Rates & Taxes accounts, NHBRC accounts, Eskom accounts, Plan Approval accounts, Bulk Contribution accounts etc.
- Arrange Hand Over of completed units to clients and ensure that all documentation required for the clients are signed-off, including but not limited to the following: Clients snag/s list/s, Letter of Satisfaction, Key Registers, Electricity and water meter readings, etc.
- Supervise the work of all contractors to make sure buildings are of good quality standard and are proceeding according to schedule.
- Undertake some of the building work personally and co-ordinate with the contractors on successfully completing the retention works and client snags, especially having the clients sign off their letter of satisfaction on the completion of these snags.
- Organize the submission of tenders (offers to do jobs at a stated price), quotes or prices for the project/s to clients, professionals, consultants, contractors, sub-contractors, suppliers, etc.
- Assist in calculating quantities of materials required for building projects and order these from building suppliers or advertise for tenders.



- Arrange delivery times of materials to coincide with various stages of the building process.
- Establish and maintain communications & business relationships with Government Departments and officials, relevant to company projects.
- Setup databases including but not limited to: personnel, equipment and building materials related information for purposes of procurement and tender.
- Setup and maintain the purchasers, professionals, and contractors, subcontractors, and suppliers databases.
- The effecting and organizing of repair work to all company units, sections, offices, properties, and buildings.
- Taking of accurate meeting minutes timeously.
- Monthly reporting, including but not limited to: Job Reports, Project/s status, Expenditures, Sales, etc.
- Create, setup, updating, and processing of Projects Sales Analysis and Sales database.
- Assist with company's information technology, information, information systems and security systems trouble shooting.
- Administration functions (i.e. filing, copying, scanning, e-mailing, data capturing, postage, meeting scheduling, diary organizing, and correspondences.

## Requirements

### Education

- Graduate with a Building Science Degree (i.e. QS, Architect, and/or Building Science, etc.).

### Experience

- No work experience is required though 1 year or any work experience would be great.

### Preferences

- Someone who does not want to become a professional QS or Architect.
- Preferences will be given to our EE & BEE candidate.