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Title: Standard Advertisement Template		



CAREER OPPORTUNITY: BUILDING SUPERVISOR

This position reports to the HR & Hospital Services Manager

PURPOSE:

The successful candidate will

Be responsible for effective reception, visitor assistance, security and general building risk management services.

Key Performance Areas:

- Effective Reception and Visitor Assistance
- Effective Security Control
- Effective Building Risk Management
- Efficient Management of Parking facilities
- Effective Management of Contractor Access
- Effective Administration of relevant log books

Requirements:

- Grade 12
- Experience in frontline customer contact
- Experience in the security industry will be an advantage
- Computer literacy and supervisory experience will be an advantage

Interested, suitable qualified applications, including a comprehensive CV and copies of qualifications can be forwarded to the HR Practitioner at sheldonette@eyeinstitute.co.za

(Internal candidates are reminded to discuss their applications with their line managers prior to submitting their CVs)

Closing date: 30 November 2016

Only short-listed candidates will be contacted. If you have not heard from us within 15 days of the closing date, please accept that your application has been unsuccessful. The Pretoria Eye Institute is an equal opportunity Employer.