



TEXEN PTY LTD  
REG NO. 2013/194841/07  
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Goodwood Station Development,  
40 Station Road, Goodwood, Cape Town

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## VACANCY - FACILITIES MANAGER

Our **Facilities Management Company** is currently looking for a key role player who is a well organised, energetic individual, with strong management and facilitation skills for the role of **Facilities Manager**. The suitable candidate must be able to contribute to the expectations of a goal orientated team whose focus is on providing excellent facilities management services to internal and external stakeholders.

As a facilities manager you will be responsible for overseeing building management and maintenance for a variety of things. This will ensure the smooth operation of buildings which is vital.

### Minimum requirements:

- National Diploma in Business Management, Facilities Management, Project Management, or a related field
- Additional certifications in Health & Safety (e.g., ISO 9001, ISO 14001, Samtrac) are advantageous
- Minimum of 3-15 years of experience in operations management, facilities management, or project management within the residential accommodation, commercial or retail sectors
- Experience managing Building Management Systems (BMS) in commercial properties would be advantageous
- Proficient in MS Office Suite and property management software systems (e.g. MDA, MRI, Red Rabbit etc.....)
- Strong analytical and problem-solving capabilities, and background in facilities upgrades related to energy efficiency and sustainability
- Occasional travel in and out of provinces

### Key Duties and Responsibilities includes:

- **Operations management:** Oversee the daily operations of buildings, cleaning, security, parking.
- **Environmental management:** Manage facilities maintenance teams to ensure optimal operation of infrastructure, including HVAC systems, electrical, plumbing, and water reticulation systems. This includes implementing sustainability initiatives and energy efficiency measures to reduce the facility's environmental impact.
- **Maintenance:** Conducting regular inspections and assessments to pinpoint any facility issues or potential risks and address them as needed. Oversee facility maintenance and repairs and maintain maintenance records.
- **Project management:** Lead refurbishments, and upgrade projects in and around the building to ensure timely completion of projects and hired services.
- **Staff management:** Supervise facility staff and contractors.
- **Vendor collaboration:** Negotiate contracts with service providers for cleaning, security, waste management and other operational needs.

- **Safety and compliance:** Ensure that all buildings comply with health and safety regulations, including those related to occupational health and safety (OHS) standards.
- **Emergency procedures:** Coordinate security measures and emergency procedures. This includes implementing safety policies, conducting inspections, and maintaining safety equipment.
- **Space planning:** Plan and manage space allocation and usage. Creating a strategic management system, for the benefit of an organisation's infrastructure and people
- **Budgeting:** Forecasting, prepare, manage, and monitor operational budgets, expenses and maintenance plans for all buildings within the portfolio.
- **Issue resolution:** Address facility-related issues and provide solutions.
- **Stakeholder management:** Provide monthly operational reports to senior management, including maintenance issues, safety compliance and financial performance.

*Please forward your CV to [info@texen.co.za](mailto:info@texen.co.za) This is a salaried position dependent on experience and skills. Applications close on Friday 07<sup>th</sup> February 2025.*

*We thank you in advance for your response, however due to high volumes of response only successful applicants will be contacted.*

