



Joburg|Market

Joburg Market (SOC) Ltd

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CLEANER (Supervisor) X2

Salary: R18 638.23- R24 531.45 plus benefits

(INTERNAL)

JOB PURPOSE

To supervise the day-to-day operations while ensuring that an effective and efficient system runs smoothly and timeously. You are responsible for coordinating the Insourcing team and inspecting assigned areas to ensure that standards are met. As a Supervisor you will manage many priorities and demands and have the ability to solve problems and support staff.

DUTIES AND RESPONSIBILITIES

- Oversee and supervise the Insourcing beneficiaries which includes daily operation of the team, work allocation, leave, training, performance and problem resolution
- Implement and maintain an effective record keeping system
- Schedule and co-ordinate shifts
- Compile and submit reports
- Ensure effective record keeping
- Ensuring the highest level of service
- Maintains inventory of amenities, chemicals and other supplies to ensure items are in stock and reorders in timely manner
- Establish and/or implement operating procedures and standards
- To act as a bridge for effective communication between the management and the Insourcing beneficiaries
- To resolve the queries at the earliest so that the work proceeds without any interruption
- To handle the administrative functions like preparation of clock cards, reports, leave, overtime etc.
- Perform miscellaneous job related duties as assigned

QUALIFICATIONS


Grade 12

Key REQUIREMENTS

- To work as directed by the company
- To at all times be professionally attired to behave in a professional manner
- To provide support as when and where required to the relevant department in the company

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Employer has the right not to make an appointment. Please forward all applications to vacancy@joburgmarket.co.za Please note all CV's must have attached the following: Cover Letter, Certified copy of ID and supporting Qualifications, if not your application will be rejected. Please take note if not contacted after 4 weeks of closing date, consider your CV as unsuccessful

The closing date is 25 November 2020 at 12:00 pm.

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16/11/2020