



POSITION AVAILABLE – MAINTENANCE PROFIT CENTRE - HEAD OF DEPARTMENT

Contours Landscapes (Pty) Ltd is looking to appoint a Maintenance Head of Department position. **This position requires performance for PROFIT CENTRE management and achievement.**

KEY DUTIES AND RESPONSIBILITIES

- Achieve the Sales Budget through sourcing & securing new clients/projects (landscape maintenance projects). This will require selling and marketing skills and expertise
- Achieve Profit Centre budgets
- Annual budget planning; financial forecasting & monthly progress reporting
- Ensuring Sales, Costs, GP%, Contribution and Cash Flow budgetary & performance targets are managed for achievement through regular reviews and changes as demands require
- Reconciling of quotes against invoices on works completed
- Project reconciliation (reconciling expenditure vs income)
- Client invoicing & Collections management.
- Site assessments (quantifying). Identifying financial opportunities within the individual sites & ensuring these are implemented
- Drafting & negotiating service level agreements
- Scheduling of contract & Ad Hoc works. Ensuring programme requirements are met in good time.
- Overseeing travel & route planning and efficiencies
- Project feedback & reporting to Clientele and exco
- Ensuring that the Maintenance Department goals of mechanisation are achieved
- Overseeing & monitoring of Site Managers & staff
- General Human Relations (HR) & related administrative tasks up to disciplinary level
- Monitoring & ensuring that disciplinary measures are exacted & rolled out as per company mandate and legislation.
- Fostering clear & decisive communications within the Maintenance Department & Company
- Maintaining team spirit & moral. Instilling a sense of culture within the Maintenance Department

EXPERIENCE

- Minimum of 5 years' experience as landscape contracts manager or landscape maintenance manager – Not negotiable
- > 3 yrs Profit Centre Management experience and achievement – to be substantiated through references or supporting evidence

QUALIFICATIONS

- Minimum - National Diploma in Horticulture or National Diploma in Landscape Technology
- Business related certification / qualification
- SACLAP registered as a candidate or professional landscape (added advantage)

CONTOURS LANDSCAPES

Unit 2B Lakeside Place, Capricorn Business Park, Muizenberg, Cape Town, 7945 South Africa
admin@contourgroupp.co.za | www.contourslandscapes.co.za | +27 (0)21 788 1202

REQUIREMENTS

- Financial business understanding for Profit Centre management
- Proficient in Microsoft Word, Power-point, Excel
- Proficient in Microsoft "To Do"; Monday.com or similar
- Must be willing to operate Pastel (On the job training provided)
- Proficient in the operating & maintenance of medium to large scale irrigation systems
- Working Knowledge of maintenance machinery used within the Maintenance Department

REMUNERATION

- Salary negotiable

If you possess these basic requirements then please submit:

- Copy of your CV
- Qualifications
- Salary expectation (recent pay-slip will be requested when shortlisted)

This vacancy is available immediately. Please email your CV to hr@contoursgroup.co.za before 25 May 2021 and quote-ref: Maintenance Head of Department.

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GABIONS

SALI
MEMBER