

# CAREER OPPURTUNITIES

The Far Property Company (Pty) Limited is looking for the following professional;

## Maintenance Manager

We are looking for a reliable **Maintenance Manager** to oversee all installation, repair and upkeep operations of the company's facilities.

### Responsibilities

- Develop maintenance procedures and ensure implementation.
- Carry out inspections of the facilities to identify and resolve issues.
- Check plumbing and hydraulic systems of buildings to ensure functionality.
- Plan and oversee all repair and installation activities.
- Allocate workload and supervise upkeep staff.
- Monitor equipment inventory and place orders when necessary.
- Monitor expenses and control the budget for maintenance.
- Manage relationships with contractors and service providers.
- Keep maintenance logs and report on daily activities.
- Ensure health and safety policies are complied with.

### Requirements and skills

- Proven experience as maintenance manager or other managerial role.
- Minimum of 6 years' experience in planning maintenance operations.
- A qualification in a vocational school or related will be an added advantage.
- Solid understanding of technical aspects of plumbing, carpentry, electrical systems etc.
- Working knowledge of facilities machines and equipment.
- Ability to keep track of and report on activity.
- Excellent communication and interpersonal skills.
- Outstanding organizational and leadership abilities.
- Administration or facility management will be an advantage.

Please send your detailed application letter, CV and traceable references to no later than the **30<sup>th</sup> October 2023**.

**The Far Property Company Limited**  
**AD65AEG Station**  
**Gaborone**

\*Only shortlisted candidates will be shortlisted will be contacted.