

## CONSTRUCTION COORDINATOR - CAPE TOWN



Spark ATM Systems is South Africa's premier independent ATM deployer installing convenience ATM's into shopping centre, retail, petroleum, leisure and hospitality locations countrywide. The Company is owned by Cardtronics plc, the world's leading ATM deployer operational in 10 countries and listed on the Nasdaq Stock Exchange (CATM) in the USA.

The Company is experiencing significant growth and therefore seeks a skilled Construction Coordinator who wants to be part of a dynamic and fast-paced work environment. The position exists in Paarden Eiland for a qualified individual who will work as part of the Spark Operations Team to complete construction projects to enable new ATM installations across South Africa.

### ROLE & RESPONSIBILITIES:

- Manage a master schedule of construction work across the country.
- Ensure that construction work is being executed on time and to standard, by closely managing the quality of work completed by 3<sup>rd</sup> party contractors.
- Ensure that 3<sup>rd</sup> party construction contractors are fully briefed on the work to complete before the job commences – includes securing and ratifying site elevations or construction plans.
- Secure and deploy the correct resources for each build.
- Manage each construction project to achieve an excellent level of workmanship, within the agreed SLA timeframes
- Ensure that all parties (internal and external) are adequately notified as to the timelines of site construction, and manage the communication of deviations from original timeframes.
- Hand-over the site to the installations coordinator after completing quality and snag checks
- Manage the construction review and sign-off process to achieve a 90% first time right installation metric.
- Ensure construction does not exceed the allocated budget. This includes the management of financial processes and paperwork related to each installation.
- Manage 3<sup>rd</sup> party suppliers in the installation supply chain', including related contracts and paperwork.
- Report on the progress of each construction on a daily, weekly and monthly progress

### PROFESSIONAL REQUIREMENTS:

- National Senior Certificate (Grade 12)
- Diploma in Quantity Surveying or suitable alternative qualification
- 2-3 Years' experience in a similar position
- Prior project management experience in the ATM/banking field is preferential
- Fully computer literate (including MS Office)

### COMPETENCIES:

- Must possess good technical and planning skills
- Passion for excellence in all aspects of your career
- A dynamic and energetic attitude
- Possess strong verbal and written communications skills
- Ability to think-out-the-box and generate new ideas
- Be responsible, self-disciplined, reliable, systematic, and have a high degree of personal integrity
- Follow procedures and have a structured approach to problem-solving
- Be organised and have the ability to manage your own time effectively



The company is offering a competitive salary and benefits, rewarding work environment, full product knowledge and exciting career growth opportunities for the right candidate. Remuneration is negotiable depending on your skills and experience.

Interested parties should email a concise CV and covering letter, outlining why you feel that you are suited to the position, with the subject line: CC0619 and your name to [jobs@sparkatm.co.za](mailto:jobs@sparkatm.co.za).

If you do not hear from us within 14 days from date of application, please regard your application as unsuccessful. Only short-listed candidates will be contacted.

For more information visit [www.sparkatm.co.za](http://www.sparkatm.co.za).