

INSTALLATION 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 Installation 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 the coordination of new ATM installations across South Africa.

ROLE & RESPONSIBILITIES:

- Manage the master installations schedule for installations across South Africa
- Secure and dispatch technical resources to achieve installations (including upgrades, relocations and removals) within the agreed SLA and to the agreed quality standard.
- Ensure that the correct device, consumables and signage is dispatched, within the correct timeframes, to complete an ATM installation 'the first time right'.
- Provide quality control on completed ATM installations, by preparing a post installation report on each site for review.
- Coordinate the activity of 3rd party providers to ensure that the correct branding (profile and signage) is installed on the same day as the ATM installation.
- Ensure that signage is erected according to the agreed signage plan.
- Monitoring of technicians and ensuring their work is completed, quality approved and actioned timeously
- Manage the installation review and sign-off process to achieve a 90% first time right installation metric
- Ensure correct installation paperwork is completed and submitted.
- Report on the progress of each installation on a daily, weekly and monthly progress

PROFESSIONAL REQUIREMENTS:

- National Senior Certificate (Grade 12)
- Diploma in Project Management or Logistics is preferable
- 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: IC0619 and your name to 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.