

A prominent Western Cape based construction company is looking to employ the services of a SITE CLERK

Minimum Requirements:

- Well developed English Language skills (speak, read and write)
- Ability to follow instruction
- Ability to work well under pressure
- Excellent organizational skills

Responsibility:

- Monitor occupational health and safety standards
- Keeping the SHE file updated
- Able to keep proper record
- Timekeeping of laborers on site
- Handling all on site documentation such as delivery notes & timesheets
- Assist with ordering materials as and when required
- To assist site management

Duties:

- Physical checks on labor force and record hours on timesheet
- Submit timesheets to the office
- Follow Site management's instruction
- Arrange for supplies to be delivered timeously to site
- Check and sign for deliveries made to site
- Maintain site administration as and when required

R6500 per month dependent on skills and experience

Should your CV fit the profile kindly forward your CV to [careers@wenzrecruitment.co.za](mailto:careers@wenzrecruitment.co.za)

Should you not receive any feedback within three weeks of your application please assume unsuccessful