

Position	Job Description and Requirements	Qualifications
A) Project Manager	<ul style="list-style-type: none"> <li>✓ Coordinate internal resources and third parties/vendors for the flawless execution of projects</li> <li>✓ Ensure that all projects are delivered on-time, within scope and within budget</li> <li>✓ Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility</li> <li>✓ Ensure resource availability and allocation</li> <li>✓ Develop a detailed project plan to monitor and track progress</li> <li>✓ Manage changes to the project scope, project schedule and project costs using appropriate verification techniques</li> <li>✓ Measure project performance using appropriate tools and techniques</li> <li>✓ Report and escalate to management as needed</li> <li>✓ Manage the relationship with the client and all stakeholders</li> <li>✓ Perform risk management to minimize project risks</li> <li>✓ Establish and maintain relationships with third parties/vendors</li>   <li>✓ Create and maintain comprehensive project documentation</li> <li>✓ Meet with clients to take detailed ordering briefs and clarify specific requirements of each project</li> <li>✓ Delegate project tasks based on junior staff members' individual strengths, skill sets and experience levels</li> <li>✓ Track project performance, specifically to analyze the successful completion of short and long-term goals</li> <li>✓ Meet budgetary objectives and make adjustments to project constraints based on financial analysis</li> <li>✓ Develop comprehensive project plans to be shared with clients as well as other staff members</li> <li>✓ Use and continually develop leadership skills</li> <li>✓ Attend conferences and training as required to maintain proficiency</li> <li>✓ Perform other related duties as assigned</li> </ul>	Bachelor's Degree in appropriate field of study or equivalent work experience

	<ul style="list-style-type: none"> <li>✓ Develop spreadsheets, diagrams and process maps to document needs</li> <li>✓ Proven working experience in project management</li> <li>✓</li> <li>✓ Excellent client-facing and internal communication skills</li> <li>✓</li> <li>✓ Excellent written and verbal communication skills</li> <li>✓ Solid organizational skills including attention to detail and multitasking skills</li> <li>✓ Strong working knowledge of Microsoft Office</li> </ul>	
B) Project Accountant	<ul style="list-style-type: none"> <li>✓ Prepares asset, liability, and capital account entries by compiling and analyzing account information.</li> <li>✓ Documents financial transactions by entering account information.</li> <li>✓ Recommends financial actions by analyzing accounting options.</li> <li>✓ Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.</li> <li>✓ Substantiates financial transactions by auditing documents.</li> <li>✓ Maintains accounting controls by preparing and recommending policies and procedures.</li> <li>✓ Guides accounting clerical staff by coordinating activities and answering questions.</li> <li>✓ Reconciles financial discrepancies by collecting and analyzing account information.</li> <li>✓ Secures financial information by completing data base backups.</li> <li>✓ Maintains financial security by following internal controls.</li> <li>✓ Prepares payments by verifying documentation, and requesting disbursements.</li> <li>✓ Answers accounting procedure questions by researching and interpreting accounting policy and regulations.</li> <li>✓ Complies with state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.</li> <li>✓ Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.</li> <li>✓ Maintains customer confidence and protects operations by keeping financial information confidential.</li> </ul>	BA (Hons) Accounting and Finance

	<ul style="list-style-type: none"> <li>✓ Accomplishes the result by performing the duty.</li> <li>✓ Contributes to team effort by accomplishing related results as needed.</li> </ul>	
C) Project Administrator	<ul style="list-style-type: none"> <li>✓ Schedule regular meetings and record decisions (e.g. assigned tasks and next steps)</li> <li>✓ Break projects into doable tasks and set timeframes and goals</li> <li>✓ Create and update workflows</li> <li>✓ Conduct risk analyses</li> <li>✓ Prepare and provide documentation to internal teams and key stakeholders</li> <li>✓ Order resources, like equipment and software</li> <li>✓ Retrieve necessary information (e.g. user/client requirements and relevant case studies)</li> <li>✓ Track expenses and predict future costs</li> <li>✓ Monitor project progress and address potential issues</li> <li>✓ Coordinate quality controls to ensure deliverables meet requirements</li> <li>✓ Measure and report on project performance</li> <li>✓ Act as the point of contact for all participants</li> <li>✓ Work experience as a Project Administrator, Project Coordinator or similar role</li> <li>✓ Hands-on experience with flowcharts, technical documentation and schedules</li> <li>✓ Knowledge of project management software (e.g. Trello or Microsoft Project)</li> <li>✓ Solid organization and time-management skills</li> <li>✓ Team spirit</li> <li>✓ BSc in Business Administration or related field</li> </ul>	
D) Quantity Surveyor	<ul style="list-style-type: none"> <li>✓ preparing tender and contract documents, including bills of quantities with the architect and/or the client; undertaking cost analysis for repair and maintenance project work;</li> <li>✓ assisting in establishing a client's requirements and undertaking feasibility studies;</li> <li>✓ performing risk, value management and cost control;</li> <li>✓ advising on procurement strategy;</li> <li>✓ identifying, analyzing and developing responses to commercial risks;</li> <li>✓ preparing and analyzing costing for tenders;</li> </ul>	Degree or equivalent qualification in Quantity Surveying or other relevant discipline.

	<ul style="list-style-type: none"> <li>✓ allocating work to subcontractors;</li> <li>✓ providing advice on contractual claims;</li> <li>✓ analysing outcomes and writing detailed progress reports;</li> <li>✓ valuing completed work and arranging payments;</li> <li>✓ maintaining awareness of the different building contracts in current use;</li> <li>✓ understanding the implications of health and safety regulations.</li> <li>✓ Liaison with estimating to take responsibility of projects from contract award through to Final</li> <li>✓ Account agreement.</li> <li>✓ Cost management</li> <li>✓ CVR reporting and forecasting</li> <li>✓ Reporting progress to senior management</li> <li>✓ Supply chain procurement</li> <li>✓ Review and compilation of supply chain contract documentation</li> <li>✓ Management and administration of sub-contractor accounts</li> <li>✓ Measurement, pricing and valuation of post contract variations</li> <li>✓ Producing and submitting applications for payment</li> <li>✓ Client facing contract administration across a number of forms of contract</li> <li>✓ Agreement of Final Accounts</li> <li>✓ Experience in a Quantity Surveying background is required with good knowledge of the construction industry,</li> <li>✓ Preferably including the landscaping sector. Main contractor or subcontract experience will be considered. The</li> <li>✓ Candidate will be expected to have good IT skills and be literate in Excel. Knowledge of well used Accounting</li> <li>✓ Software, Microsoft Project and CAD would be beneficial.</li> </ul>	
E) Business Development Manager	<ul style="list-style-type: none"> <li>✓ Contacting potential clients to establish rapport and arrange meetings.</li> <li>✓ Planning and overseeing new marketing initiatives.</li> <li>✓ Researching organizations and individuals to find new opportunities.</li> <li>✓ Increasing the value of current customers while attracting new ones.</li> <li>✓ Finding and developing new markets and improving sales.</li> <li>✓ Attending conferences, meetings, and industry events.</li> <li>✓ Developing quotes and proposals for clients.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Bachelor's degree in business, marketing or related field.</li> <li>✓ Experience in sales, marketing or related field.</li> <li>✓ Strong communication skills and IT fluency.</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Developing goals for the development team and business growth and ensuring they are met.</li> <li>✓ Training personnel and helping team members develop their skills.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Ability to manage complex projects and multi-task.</li> <li>✓ Excellent organizational skills.</li> <li>✓ Ability to flourish with minimal guidance, be proactive, and handle uncertainty.</li> <li>✓ Proficient in Word, Excel, Outlook, and PowerPoint.</li> <li>✓ Comfortable using a computer for various tasks.</li> </ul>
F) Contract Manager	<ul style="list-style-type: none"> <li>✓ Provides responses to bids, proposals and contract negotiations.</li> <li>✓ Prepares requests for proposals for distribution to vendors.</li> <li>✓ Develops a set of standard contracts for the company.</li> <li>✓ Analyzes all requirements and provisions in contracts, including terms and conditions, to ensure compliance with all laws and regulations and company policies and procedures.</li> <li>✓ Ensures that contracts are executed in accordance with corporate guidelines.</li> <li>✓ Conducts research prior to writing contracts.</li> <li>✓ Audits existing contracts and oversees contract modifications.</li> <li>✓ Analyzes a contract's risk to the business.</li> <li>✓ Visits client sites and meets with business partners.</li> <li>✓ Monitors the performance of each signed contract.</li> <li>✓ Ensures that business goals are accomplished by contract implementation.</li> <li>✓ Trains and supervises other contract professionals.</li> <li>✓ Communicates contract implementations to subordinates.</li> <li>✓ Maintains a computer database for the company's contract management system.</li> <li>✓ Conducts analysis of new laws, regulations and contract trends to determine potential impact on the business.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Bachelor's degree in business.</li> <li>✓ Master's degree in business administration.</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Coordinates with the finance department to ensure correct billing and collection of contractual revenues.</li> <li>✓ Ensures that contracts are in line with corporate goals and objectives.</li> <li>✓ Leads complex contract negotiations and manages all changes in and addendums to existing contracts.</li> <li>✓ Identifies potential improvements to existing policies.</li> <li>✓ Prepares reports on the status of contracts for management.</li> <li>✓ Conducts special projects as assigned.</li> <li>✓ Negotiates and oversees leasing agreements.</li> <li>✓ Required Knowledge, Skills and Abilities</li> <li>✓ Possesses a working knowledge of company policies and procedures.</li> <li>✓ Has knowledge of international contract law and mergers and acquisitions regulations.</li> <li>✓ Demonstrates excellent written and verbal communication skills.</li> <li>✓ Exhibits strong analytical and critical thinking abilities.</li> <li>✓ Possesses excellent persuasion, negotiation and judgment skills.</li> <li>✓ Displays exceptional management skills.</li> <li>✓ Has working knowledge of financial analytics and profit and loss implications.</li> <li>✓ Demonstrates superior presentation skills.</li> <li>✓ Possesses strong leadership skills.</li> <li>✓ Has excellent technological knowledge and abilities.</li> <li>✓ Exhibits exceptional mathematical abilities</li> <li>✓ Possesses extensive knowledge of federal, state and local laws, regulations and codes.</li> </ul>	
H) Finance Manager	<ul style="list-style-type: none"> <li>✓ Manage financial and administration teams to achieve company financial goals.</li> <li>✓ Develop the overall corporate financial goals and objectives.</li> <li>✓ Oversee preparation of financial records related to general ledger, payroll, budget, expense, etc.</li> <li>✓ Assist in account receivable and payable activities.</li> <li>✓ Maintain accurate bank records of cash withdrawals and deposits.</li> <li>✓ Follow standard accounting process for financial analysis and reporting activities.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Minimum Seven years' experience in a managerial capacity with no less than ten years of total relevant experience</li> <li>✓ Exceptional leadership and time, task, and resource management skills</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Evaluate existing accounting system and recommend improvements if required.</li> <li>✓ Assist in developing and managing budgeting system.</li>   <li>✓ Perform account reconciliations and generate financial reports.</li> <li>✓ Identify and resolve invoicing issues, accounting discrepancies and other financial related problems.</li> <li>✓ Manage all client accounts for payment settlements.</li> <li>✓ Initiate orientation and training programs for employees.</li> <li>✓ Track and monitor resource needs and other material needs for carrying out financial and administration tasks.</li> <li>✓ Monitor and manage expenses within allotted budgets.</li> <li>✓ Interview, hire and train new employees in financial and administration activities.</li> <li>✓ Assist in resource identification, work assignment, performance evaluation, and promotion decision activities.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Degree from an accredited university in Finance and Accounting or related major; 7 years' experience in finance and accounting or related professional area. Great interpersonal and communication skills</li> <li>✓ Very good understanding of office management processes</li> <li>✓ Strong problem solving and critical thinking ability with pro-active mindset</li> <li>✓ Outstanding project management skills and hands-on practical approach to work will be an added advantage</li> </ul>
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