

PEC Utility Management Bloemfontein

Position: Portfolio Manager based in Bloemfontein

Definition:

Responsible for planning, coordinating, and executing organizational processes, support, communication and training from start to finish. Team leader with the ability to take responsibility for his/her department and relationship with clients.

Job Description Essentials:

- Meet goals and objectives set by Regional Manager
- Organize and supervise all the admin activities within the Department
- Manage the profitability and financial position of the Department
- Create and encourage growth through new business opportunities
- Manage personnel issues, general motivation, discipline and conflict
- Constant monitoring of personnel performance
- Manage relationships between PEC and customers
- Attend management and other meetings with clients
- Excellent knowledge of various relevant tariffs
- Excellent knowledge of Excel and report writing ability essential
- Preparation and interpretation of monthly reports and present clients
- Other ad-hoc tasks as required

Requirements and Competencies

- Excellent communication skills – verbal & written
- Fully bilingual (Afr & Eng)
- Self-driven
- Good decision making skills
- Team leader
- High level of accuracy in all aspects of daily tasks
- Able to perform under pressure
- Able to meet deadlines & goal oriented
- Time management & planning essential
- Must be able to work without supervision
- Driver's License essential
- Excellent Computer skills
- Understanding of basic financial principles
- Available to start ASAP
- Experience as Portfolio Manager

Qualification:

- Financial qualification would be beneficial
- B-Degree would be beneficial

Remuneration Package:

- Basic Salary

Please send your CV to hr@pecgroup.co.za

Applications closes Monday 24 February 2020