

Junior Facilities Management Officer

DIVISION Roadrak Facilities Management	COMPANY Roadrak Group (Pty) Ltd	LOCATION Limpopo, South Africa
EMPLOYMENT TYPE Permanent	EXPERIENCE LEVEL Entry Level	START DATE As Soon As Possible

OVERVIEW OF THE ROLE

Roadrak Facilities Management is looking for a motivated and enthusiastic Junior Facilities Management Officer to join our growing team. This opportunity is ideal for a recent graduate or entry-level candidate seeking practical experience in integrated facilities management while contributing to the effective operation and maintenance of client facilities.

JOB RESPONSIBILITIES

- Assist with day-to-day facilities management operations.
- Conduct routine facility inspections.
- Coordinate planned and reactive maintenance activities.
- Monitor contractor performance and service delivery.
- Assist with asset management and inventory control.
- Prepare maintenance schedules and inspection reports.
- Support health, safety and compliance initiatives.
- Liaise professionally with clients, suppliers and service providers.
- Maintain accurate facilities records and documentation.
- Perform general facilities administration duties.

MINIMUM QUALIFICATIONS

Higher Certificate, Diploma or Degree in Facilities Management or a related built environment qualification.

EXPERIENCE

- Entry-level position.
- Previous Work Integrated Learning (WIL) or internship experience will be advantageous.

REQUIRED SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Good communication skills
- Report writing
- Planning and organisation
- Time management
- Problem solving
- Attention to detail

PERSONAL ATTRIBUTES

- Professional
- Reliable
- Self-motivated
- Honest
- Team player
- Willing to learn
- Client-focused

WHAT WE OFFER

- Practical industry experience.
- Career development opportunities.
- Exposure to integrated facilities management.
- Professional mentorship.
- Supportive working environment.

HOW TO APPLY

Submit your CV together with certified qualifications to:

APPLICATIONS

job_applications@roadrak.co.za

ENQUIRIES

hr@roadrak.co.za

Reference Number: **RFM/JFMO/2026/001**

Closing Date: **31 August 2026**