

We're Hiring



Facilities Manager

Bitventure is a high-growth fintech powering digital transformation across Africa.

The Facilities, Maintenance & Health & Safety Supervisor is responsible for ensuring the smooth, safe, and efficient operation of all company facilities. This role oversees building maintenance, cleaning teams, contractors, and health & safety compliance to create a safe, functional, and well-maintained work environment.

What You'll Drive

- Oversee building maintenance, repairs, and general facility upkeep
- Conduct regular inspections and coordinate work with contractors and service providers
- Supervise cleaning and general staff; ensure hygiene and cleanliness across all areas
- Manage maintenance schedules, supplies, and preventative maintenance plans
- Respond to urgent maintenance issues and coordinate quick resolutions
- Support office upgrades, relocations, and workspace setup
- Maintain health & safety standards, inspections, and compliance records
- Train staff on safety protocols and ensure adherence to legal requirements

What We're Looking For

- Matric (Grade 12)
- 5+ years' experience in building maintenance, facilities coordination, or similar
- Experience supervising cleaning/general teams and working with contractors
- Knowledge of health & safety laws, hazard identification, emergency procedures
- Strong organisational, problem-solving, and communication skills
- Reliable, detail-oriented, and able to manage multiple tasks
- Integrity, accountability, and commitment to maintaining safe workplaces
- Basic budgeting, cost control, and record-keeping ability
- Facilities & Maintenance Expertise: Solid understanding of building operations

This is a critical role in enabling secure, reliable, and scalable digital platforms.

Apply today: Send your CV and qualifications to careers@bitventure.co.za

Location: South Africa | Industry: Fintech | Job Level: Senior