



**Kent Materials Handling (Pty) Ltd**  
12 September Street Industrial Park  
Building no 6A  
SEA Business Park Middelburg  
Tel: 013 170 5014

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## VACANCY NOTICE

### **Position: Assistant Site Manager**

**Company:** Kent Materials Handling

**Location:** Various Sites

**Application deadline:** 29<sup>th</sup> May 2026

### **Company Overview**

Kent Materials Handling is a reputable contractor providing materials handling and support services within large-scale industrial and power generation environments. We are seeking a highly experienced Assistant Site Manager to support site operations at various sites.

### **Purpose of the Role**

Kent Materials Handling is seeking a competent Assistant Site Manager to manage daily site operations, ensure compliance and coordinate site activities while supporting safety, quality and operational standards.

### **Key Responsibilities**

- Assist with planning, scheduling and resource allocation
- Ensure uninterrupted materials handling and operational efficiency
- Ensure full compliance Safety, Health, Environmental and Quality (SHEQ) requirements
- Lead, manage, supervise site employees and contractors, ensuring competence, discipline and performance standards are maintained
- Monitor attendance and task execution of site systems
- Compile and submit accurate daily, weekly and monthly reports
- Conduct regular site inspections and toolbox talks
- Support disciplinary processes in line with the company
- Ensure all site documentation is accurate, up to date and audit ready
- Act as a primary point for accountability for site performance and compliance

### **Minimum Requirements**

- Grade 12 (Matric) – Mandatory
- Minimum, NQF Level 6 Qualification (National Diploma in Mining)
- NQF Level 7 (Advanced Diploma/Engineering Degree in Mining) will be a strong advantage
- Minimum of 5-8 years' experience, in site or on operations management within mining or material handling environment
- Proven experience in handling materials (Stockpile coal thrown out/Sloping of Coal/Loading back on feeder)
- Familiarity with Permit to Work, Risk Assessments and Method Statements
- Strong leadership, coordination and reporting skills
- Computer literacy (MS Office)
- Valid driver's license

### **Additional Requirements**

- Attention to detail
- Strong organisational and coordination skills
- Problem solving and decision-making ability
- High level of discipline and professionalism
- Good Communicator and stakeholder engagement skills
- Ability to work independently and under pressure
- Willingness to work overtime, shifts and standby

### **Application Process**

Submit updated CV and certified copies (not older than 3 months) of qualifications, ID and Driver's License

Please ensure that the key qualification / requirement areas are clearly reflected on your CV when you apply. Only applications with valid South African Identity documents will be considered as per company equity plan.

Kent Materials Handling (Pty) Ltd reserves the rights to do full background checks and verification of qualifications and documentation on all applicants.

**Please note that late applications will not be considered. Kent Materials reserves the right to subject applicants to relevant skills to determine their suitability for the position. Should you not be contacted regarding this position within 10 working days from the closing date, please regard your application as unsuccessful.**

CV's to be submitted to [dikeledi@kentmaterials.co.za](mailto:dikeledi@kentmaterials.co.za) by the 29<sup>th</sup> May 2026.