

Executive, Development Monitoring

Responsibilities:

- Provide assistance for project management and monitoring of project progress under the Development Division, working closely with the project management team.
- Assist in the monitoring of project work schedule and timeline.
- Assist in the monitoring of the construction process, project progress and costs to ensure adherence to timelines, specifications, HSE rules etc (Product materials & workmanship).
- Check all deliverables prepared by consultants before submission to Management together with the project management team.
- Conduct site visits and inspections, monitor & verify progress payment for consultants / contractors.
- Prepare project documents for filing and storage.
- Perform all key responsibilities in accordance to the approved policies and procedures, best practices and guidelines.

Requirements:

- Bachelor's Degree in Engineering/ Architecture/ Building/ Quality Surveyor or equivalent.
- Minimum 3-5 years relevant project management experience/skills.
- Age between 26-28 years old preferably.
- Good knowledge in construction industry and housing development.
- Good communication and writing skills with the ability to communicate with senior management.
- A team player with ability to multi task.
- Able to work under pressure to meet tight deadlines.