

Project Coordinators

Job Description:

- Provide efficient day-to-day administrative support to team members of the technical departments.
- Coordinate and verify on project progress reports from consultants.
- Coordinate and arrange appointments and meetings with various stakeholders.
- Monitor and evaluate Construction Management Consultants performance and activities.
- Coordinate with CMC on issuance of timely progress billing to be issued to AVP, PMD.
- Monitor project performance in term of progress schedule cost and quality.

Requirements:

- Diploma in Engineering/ Architecture/ Building/ Quality Surveyor or equivalent.
- Minimum 3 years relevant working experience/skills.
- Age 23 – 28 years old preferably.
- Team player with ability to multi task.
- Able to work under pressure to meet tight deadlines.