

## **Senior Executive, Project Management**

### **Responsibilities:**

- Supervise team and assist project manager in monitoring of project progress, work schedule and timeline.
- Assist project manager in the monitoring of the construction process, project progress and costs to ensure adherence to timelines, specifications, HSE rules etc (Product materials & workmanship)
- Review and validate all deliverables prepared by consultants before submission to Management.
- Conduct site visits, monitor & verify progress payment for consultants / contractors.
- Check project documents to ensure the documents are completed and in order before filling and storage.
- Perform all key responsibilities in accordance to the approved policies and procedures, best practices and guidelines.
- Assist project manager to review SPA drawings and schedule, building plans and construction drawings are aligned.
- Evaluate progress claims above for completed works complying to required standards and workmanship.
- Assist project manager in the finding issuance of progress billings certifications to be forwarded to Credit Management Department.

### **Requirements:**

- Bachelor's Degree in Engineering/ Architecture/ Building/ Quality Surveyor or equivalent.
- Minimum 5 years of relevant project management experience/skills.
- Age 28-30 years old preferably.
- Good knowledge in construction industry and housing development.
- Good communication and writing skills with the ability to communicate with senior management.
- Team player with ability to multi task.
- Able to work under pressure to meet tight deadlines.