

## **PROJECT MANAGER**

### **Job Summary**

You are responsible for the day to day management of major projects, ensuring that the team completes them within budget and on time. This will require you to plan, implement and monitor work schedules and supervise the production process with various parties. You will also need to evaluate and resolve any project-related discrepancies and problems, as well as ensure timely procurement of all permits required by regulatory authorities.

### **Responsibilities**

- Supervising the project's production process through the Production team, ensuring that the project is done accurately and timely.
- Monitoring the installation teams, ensuring the projects are installed correctly and timely.
- Possesses Project Management knowledge and applies to successfully forge strong working relationships with both internal and external clients.
- Have sufficient skills in the preparation of costings.
- Understands the preparation of tender reply documentation, including proposal, detailed sub-contractor briefs and production of documents (such as proposals, presentations, reports, etc.)
- Attention to detail and accuracy
- To be mindful of authority submissions status, project schedule and manpower allocation so that the project schedule and budget are maintained.
- To identify early potential problems and implement immediate remedial actions
- To be able to manage and coordinate a number of projects at a time/multitask
- Manage profit margin by price comparison and managing operating cost, keeping the project within budget.
- Conduct frequent sites inspections and meetings to ensure high quality standard work of subcontractors and on time delivery and installation of signs as according to schedule
- Verification of work done by sub-contractors prior to payment
- Provide progressive project and billing reports/updates
- Ensuring that billing targets are met
- Any other related duties assigned

### **The Requirements:**

- Minimum Diploma in Civil/Structural Engineering, or similar qualifications
- At least 5 years project experience, preferably be in construction or interior design related industry.
- Strong coordination skills, organized and an energetic people-person with an eye for details
- Self-driven, results-oriented, thorough and is able to work well under pressure
- Strong leadership, communication and interpersonal skills
- Strong analytical and problem-solving skills