

Executive, Project

Job Responsibilities:

The Incumbent is responsible for most or all of the following areas:

- Conduct reliable cost estimation, feasibility studies and maintain construction implementation within approved budget.
- Manage and execute overall progress to coincide with project master schedule ensuring timely construction progress.
- Monitor and control purchaser billings and consultant claims.
- Liaison with Consultant for authority submission and approvals on timely manner.

(*) At any time, Sunsuria can review, at its own discretion, the job roles and responsibilities according to its strategy.

Requirements:

- Bachelor's Degree in Civil and Structural, Architecture, Construction Management, Civil Engineering, Building or related discipline with minimum 2-3 years of relevant working experience in property development or construction Industry.
- Good written and verbal communication skills (English and Chinese are must).
- Proficient in MS Office applications.
- Good project management skills with the ability to organize and manage multiple priorities for maximum delivery result.
- Strong analytical skill and able to "deep dive" into details.
- High standards of constructions work in implementing CONQUAS, QLASSIC etc.
- Able to build effective and long standing partnership across with relevant stakeholders