

Project Coordinator – Architecture (Officer – Manager)

Duties & Responsibilities

- Working as part of the site management team liaising with the contractor.
- Ensuring all materials used and work performed are as specifications.
- Managing and monitoring the construction documents.
- Other duty as assign.

- Working on EIA Approval
- Coordinate with Designers to check with Auto Cad

Qualification

- Bachelor or Master Degree in Architecture or related field (e.g. Interior Architecture, Landscape Architecture or Civil Engineer).
- Age 25-35 Years.
- 3 –15 years' experience in **property developer** (e.g. Single Detached House, Townhouse, Condominium)
- Proficiency in Auto Cad and relevant graphic programs.
- Good in English.
- Initiative quality, positive attitude, able to work as a team.