

Assistant Vice President, Project Management

Responsibilities:

- Coordinate and oversee the work schedule and revise as appropriate to meet changing needs and requirements.
- Monitor the construction process, project progress, and costs to ensure adherence to timelines, specifications, HSE rules etc (Product materials & workmanship).
- Plan and identify resources needed to execute the project and assign individual's roles responsibilities.
- Manage day-to-day operations of the project department to ensure smooth running of the operations.
- Engage with vendors and contractors to problem solve deviations and arising matters. Report on any variation order (VO) and extension of time (EOT). Obtain approval from Management/MOC for any project VO and EOT (if any).
- Review deliverables prepared by consultants before submission to Management.
- Conduct site visits, monitor & verify progress payments for consultants/contractors.
- Conduct appraisal of consultants/contractors' performances on regular basis.
- Ensure project documents are complete and in order.
- Ensure that all key responsibilities are executed in accordance to the approved policies and procedures, best practices and guidelines and compliance to audit and industry standards.
- Provide leadership roles which include training and development of subordinates with the latest development in the industry to ensure the team is capable of running the operations efficiently.
- Manage and review all project planning and design concepts proposed by the Developer.

Requirements:

- Bachelor's Degree in Engineering/ Architecture/ Building/ Quantity Surveying or equivalent.
- Minimum 8-10 years working experience in project management preferably for large scale developments by a reputable developer/organization.
- Excellent planning and organizational skills and is very result oriented.
- Excellent communication, relationship and interpersonal skills.
- Strong written and verbal communication skill.
- Candidate must be willing to be based in Kuching, Sarawak.