JOB ANNOUNCEMENT

Hanoi, 28th Feb 2020

Job title: **Site Engineer**

No of required posts: 3

Core responsibilities:

* **Follow up Activities (Before Erection start up)**
  - Preparation of Erection Method Statement for each project & according to site circumstances
  - Preliminary Job site visit & preparation for material delivery
  - Monitor jobsite conditions and risk assessment before delivery
  - Review Erection Drawing and Bill Of Materials
  - Preparation of erection schedule
  - Kick off meeting with builder

* **Follow up activities (After Erection start up)**
  - Monitor master schedules and deliveries (to follow up with client and erector)
  - Supervise the setting of Anchor Bolts
  - Obtain the civil work schedule and check the progress that will result in a smooth delivery
  - Monitor the unloading to ensure proper materials handling and storage
  - Check all received materials against Packing List, report the shortage and damage if any
  - Follow up with erection progress, give instructions and advices
  - Lead and implement modifications and rectifications at site
  - Participate in inspection and hand-over

* **Reporting activities**
  - Prepare Erection Method Statement
  - Prepare Introduction letter about material delivery & erection coordinator in charge
  - Collect Materials Delivery Note (with client's signature)
  - Prepare Site claim Report
  - Prepare Monthly Erection Progress Report, Final Erection Report
  - Fill Erection Checklist, Job Erection Register and Claim Register Report
  - Final inspection report
  - Handover minutes
  - Builder claim report

* **Erection Management Improvement plans**
  - Constant training of builders
  - Participating in forums, seminars related to project management
  - Constant monitoring of competitor's erection activities & upgrade the best of it to our system.
  - Periodic internal training related to erection management

Job requirements:

- University graduation in the field of Civil/Mechanical Engineering or equivalent
- At least one year experience in site supervision in Erection of pre-engineered steel buildings or steel structural projects
- Proficient in MS Office, Auto Cad and computer skills
• Good English communication
• Willing to go to business trip/working at sites
• Careful, honest, good-fit

**Working location:**

Successful candidate will work in the Head Office, addressed at 14th Floor, Landmarks 72, Keangnam Tower, Pham Hung Str., Nam Tu Liem Dist., Hanoi.

Telephone number: 02438378522

**Benefits:**

- Salary package: competitive, open for negotiation based on candidates’ experiences and qualification
- 100% pay during probation time

**How to apply:**

Interested candidates are kindly invited to send application letter, CV, copies of relevant degrees/Certificates to Ms. Vu Bao Ngoc, email address: vu.ngoc@zamilsteel.com

**Commencement date:** as soon as possible