



# JOB ANNOUNCEMENT

Hanoi, 03<sup>rd</sup> February 2021

**Job title: Construction Supervisor**

**No of required posts: 1**

**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:**

- Vietnamese, University graduation in the field of Civil/Mechanical Engineering or equivalent
- **(Required)** Obtain Practising certificate for management of construction project and for supervision of execution of building works (Grade I) by Ministry of Construction (Vietnam)

- 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 14<sup>th</sup> 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](mailto:vu.ngoc@zamilsteel.com)

**Commencement date:** as soon as possible