



Job Description

**Business Type: Construction** 

Work Location: Siam, Bangkok Working time : Mon. - Fri. 8:30 a.m. - 17:30 p.m.

Job Description

- Reports to the Senior Project Manager and Project Manager and is responsible for the project under his charge.
- Prepare project estimates and costs to keep trace of variation to the contract
- To minimize project costs and risks while achieving required legal standards and statutory building regulations
- Solicit competitive quotations per project requirements with negotiation with suppliers for contracts, favorable
  commercial terms and conditions and pricing
- Prepare purchase documents, quotation, tender agreement and contracts if necessary (Client's asset list, project

costing sheets, vendors' monthly progress claim, tracking progress claims from clients and vendors)

- Participate in meetings for claims, arbitration and dispute resolution
- Collaborate with requestors and suppliers to resolve issues related to requirements, substitutions, priorities, damages, quality delivery and other important terms and conditions
- Follow up with vendors to ensure prompt delivery and fulfillment of customers' order
- Perform RFQ and total cost analysis.
- Handle miscellaneous projects as and when necessary.
- Follow ISO 9001, 14001 and 45001 system.

## Job requirements:

- Able to work under pressure and meet deadlines.
- Experience in handling QS or Contract management.
- Good command in English
- Able to create a contract in English to clients
- Computer literacy especially in MS Office, Word, Excel, Outlook, and Auto CAD.
- · Good communication skills.

## Welfare:

- Provident Fund
- Group Insurance
- Transportation Allowance
- Meal Allowance
- Bonus

## **Company Description**