



Interflour Group

Job Description



Job Description

JOB TITLE	
Civil Engineer	
DEPARTMENT / UNIT	
Project/ IFV - Cai Mep Plant	
REPORTING TO	
Civil Manager	
Role	
To provide a full range support to operations.	
MINIMUM REQUIREMENTS	
Education / Experience	<ul style="list-style-type: none"> • University degree; Civil engineering • High fluency in English (speaking and writing) TOEIC required: 500 • Good computer literacy, AutoCAD, (MS Office) • 3 year related work experience. Previous work experience with foreign company is an advantage yet not mandatory • Knowledge of project management, and ability to understand technical documents are crucial
Specific Skills (Knowledge, skills and abilities)	<p><u>Functional skills:</u></p> <ul style="list-style-type: none"> • Civil engineering skill: Drafting/ Quantity estimation/ QA management.... • Subcontractor management on civil and steel structure <p><u>Behavioural Competencies:</u></p> <ul style="list-style-type: none"> • Well organised and a problem solver • Excellent interpersonal and communication skills, a team player • Ability to work under pressure as well as multi-task

AREAS OF RESPONSIBILITY (AOR)

Header

Definition

IN ORDER TO, what results

Performance for ongoing and new project

- Daily supervise and inspect ongoing project.
- Checks Bill of Quantity (BOQ)
- Monitors and manages project schedule
- Attends and writes minutes for project meeting
- Develops report for submission to civil manager
- Provides safety patrol for project
- Assists civil manager on project planning
- Prepares project budget and budget control
- Provides assistance to civil manager on new projects
- Collaborates with other departments

Good housekeeping & working practices

- Responsible for up-keeping the individual tools & equipment
- Ensures that working area is clean, in order and tidy
- Obeys the safety rules and working regulations at IFV Mill

Full Cooperation & Self-development

- Cooperate with colleagues of in-out departments to achieve the assignment
- Responsible for self-development by further training on technical skills to master the jobs assigned
- Improvement in English.
- Improvement in project management skills
- Further studies in mechanical and electrical field to fulfil project management requirements

