

JOB VACANCY

HDC(161)-HRM/IU/2021/607

07th December 2021**Assistant Site Engineer**
Real Estate Management**MINIMUM QUALIFICATION & REQUIREMENT**

1. Diploma in Civil or Structural Engineering, Construction, Building, or related field.
2. Preference will be given to candidates who have experience in relevant field.

OVERALL SCOPE

Supervise, manage and instruct the construction crew or Contractor and monitor the construction work progress during the Defects Liability Period. Liaise with the relevant personals to carry out the necessary day to day work.

SCOPE OF WORK

- Coordinating and supervising the maintenance crews or contractors and monitors the construction work progress during the Defect Liability Period.
- Observes and inspects projects during construction and defects liability period to assure work quality
- Oversee and delegate inspect of grounds, facilities, and equipment routinely to determine necessity of repairs or maintenance.
- Assist in issuing permits for building modification and improvements sought by tenants as per company policies.
- Assist in planning, scheduling, and coordinating general maintenance & defects, major repair works.
- Investigate maintenance & defects related complaints, disturbances and violations and resolve problems following management rules and regulation.
- Records daily progress chart and maintains weather charts whenever required.
- Inspects work in progress for compliance with plans and regulations.
- Ensure the defects & maintenance rectification work is carried out in a timely and effective manner
- Coordinates work assignments with Projects Manager, Engineers and outside contractors to ensure timely completion of required repairs and/or construction.
- Assist with managing and coordinating regularly negotiations, inspections and approval.
- Maintain proper records of the complaints received, work schedule, stock usage etc.

JOB SKILLS AND SPECIFICATIONS

- Ability to work with Computer Software such as Auto Cad and MS Office Package.
- Ability to manage and instruct the Maintenance crew and other team members
- Ability to manage multiple projects and work to tight deadlines.
- Should have strong interpersonal skills to deal with internal and external parties.
- Able to deliver effective results, meet tight deadlines and targets.
- Outstanding written and verbal communication skills.
- Ability to manage and instruct the Maintenance crew and other team members.
- Should be able to work as an individual and as a flexible team player.

SALARY PACKAGE

Gross Salary between 17,000.00 to 19,000.00 based on qualification and experience.

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Application Process

Send the application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://jobs.hdc.com.mv/>). For any additional queries please contact to 3353535.

Application Deadline:**Date: 13th December 2021 (Monday)****Time: 14:00hrs**