

Position: Project Coordinator
Location: Hong Kong
Report to: Project Manager

Responsibilities:

- Responsible for full range of project coordination activities including design, procurement, order follow up and site issue with various departments, clients and vendors
- Prepare method statements, materials/technical submissions, etc.
- Liaison and coordinate with Client/Architect/Consultants on drawings and material submissions, etc.
- Monitor material ordering and logistics to meet project progress
- Coordinate QA/QC documentation and submission
- To coordinate sub-contractors, vendors and direct labour for works sequencing
- Conduct site and factory visit
- Handle any ad hoc tasks

Requirement:

- Higher Diploma or above in construction/building discipline
- 2-3 years or above relevant working experience, experience in cladding, structural steel or curtain wall will be advantage
- Fluent in spoken Cantonese and English.
- Highly proficient in MS Office, especially Excel
- Good communication skill, self-motivated and proactive with strong sense of responsibility