



DEVELOPING SPACES
FOR BUSINESS TO GROW

VACANCY

PROJECT COORDINATOR

Responsible for overall project planning and scheduling, resource allocation, while providing technical direction and ensuring compliance with quality standards. The responsibilities span a broad spectrum, covering all the areas of project management like - Project Planning, Cost Management, Time Management, Quality Management, Contract Administration, and Safety Management.

DUTIES & RESPONSIBILITIES: The incumbent will be required to:

1. Oversee and monitor design and construction projects to ensure that they are progressing in accordance with the approved employer's requirements, design, technical specifications and original work schedule and within budget from start to finish.
2. Attend all site visits, inspections, meetings of assigned projects.
3. Administer the pre-tender activities for the award of consultancy, construction and development contracts / agreements.
4. Lead project planning (project work plans), budgeting, and identification of resources needed.
5. Establish, monitor and maintain a quality assurance program for all construction works.
6. Monitor the project budgets and minimize exposure and risk in projects.
7. Work closely with Engineering Consultants on reviewing and advice on all design and construction schedules.
8. Review contract documents, request for proposals, tender evaluations and payment to contractors.
9. Communicate effectively with the appointed consultants responsible for ensuring all phases of the project(s) to be completed.
10. Liaise and co-ordinate the efforts of the relevant parties involved in the projects, which include the architects, design and construction supervision consultants, contractors statutory and/ regulatory approval bodies and any other stakeholder related to the project.
11. Analyze progress reports and cost analysis reports on projects and make recommendations to Manager on resolving/addressing operational and contractual issues that may arise.
12. Identify the elements of project design and construction likely to give rise to disputes, claims and variations and advise the Manager, Capital Projects accordingly.
13. Assist in the development and administration of the departmental budgets.
14. Assist in preparation of departmental weekly / monthly reports and any other related reports for both internal and external purposes.
15. Support in the documentation of all contract related matters etc.
16. In instance, it will be required to support other Team Lead administering large developmental projects and collaborate with other departments and executive to realize the success of projects.
17. Complies fully with the Company's policies and procedures, safety policies and procedures, Core Values and Charter of Business Ethics.
18. Perform any other duties as required by the job function.

MINIMUM REQUIREMENTS:

1. A Bachelor's degree in the Engineering field
2. A Post Graduate qualification in project/construction management and/or any professional certification and/ or training in project management such as PMP
3. Minimum seven (7) years of experience in engineering and construction projects

Or any other equivalent combination of qualification and experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. Excellent communication skills
2. Good understanding of forms of constructions contracts and claims management
3. Thorough knowledge of quality and safety standards are essential
4. Capacity to motivate, lead and boost morale of the teams
5. Ability to work within tight timeframes
6. Willingness to travel extensively across the construction sites
7. High level of integrity

All interested suitably qualified applicants should submit their resumes by September 24, 2021.

Unsuitable candidates will not be acknowledged.

To careers@eteck.co.tt

Subject: Vacancy – Project Coordinator