

Job Title: Senior Project Manager / Project Manager (2 years Contract)

Responsibilities:

- Take lead for project planning, managing and control of renovation projects from concept design to completion of project
- Prepare tender documents, analyse tender submission and make recommendation to Management for approval of consultancy services and/or contract works
- Project administration including supervision and management of contract's / consultant's works
- Liaise with stakeholders, end-users and external parties and provide technical input for new developments / improvement works
- Study, plan, and carry out enhancement works for improving buildings / facilities
- Provide technical supports and sound professional advice on a timely basis to meet

Requirements:

- Degree or above in Architecture or related disciplines
- At least 10 years' relevant experience, which contains minimum 4 years' experience in project management role
- Experience in design and construction / renovation projects for building
- Hand-on experience in statutory submission for building works is preferred
- Proficient in both spoken and written English and Chinese
- A good team player with mature personality, well-organized, independent and responsible
- Smart, responsive and able to work under pressure with ability to handle multiple tasks

Interested parties please send your full resume stating present & expected salary to HR Department by email to hr@asiaworld-expo.com.

Personal data collected will be used for recruitment-related purpose only.

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