

Project Manager

Job Description:

The role reports directly to the Principal Director and has responsibility for supporting project site works with Engineering and Sales Operations Departments, liaising with key vendors/partners and Consultants/Owners in the power quality, energy storage and renewable energy sector.

Responsibilities:

1. Responsible for planning, co-ordination, execution, resolution, safety, and cost management for all Projects assigned.
2. Excellent in reading and understanding construction plan and Single-line Drawings (SLD).
3. To supervise project sites ensuring safety regulations, work schedules, progress and quality.
4. To coordinate closely with main contractors, sub-contractors and work progress.
5. Ensure that the relevant information is communicated to direct reports and subcontractors to enable them to effectively carry out their duties.
6. To conduct risk assessment at sites to identify for any potential source of risks and take reasonably practical steps to eliminate any potential risks.
7. Be responsible for coordination of all site matters.
8. To liaise with customer on technical requirements and detailing including attending site coordination meetings.
9. Oversee quality control and safety matters on the site.
10. Plan the work schedule and efficiently organize site facilities to meet the project completion time.
11. To liaise and coordinate with clients, consultants and vendors.
12. Prepare method statement for site works and review all method statements submitted by subcontractors.
13. Record and prepare minutes of meeting.
14. Perform site planning, coordination and inspection relating to the assigned projects so as to ensure that project completion timeline, requirements and budget are met.
15. To ensure works are in compliance to quality procedures and within standard workmanship requirements.
16. Monitoring project deliverables.
17. Any ad-hoc duties assigned.

Qualification:

- Degree / Diploma in Electrical Engineering, with at least 5 years relevant working experience
- Good communications skills, able to interact with all levels.
- Attention to details on site safety and time management skills.
- Good working attitude, self-motivated and to work independently
- Require skills in MS Excel, MS Word, MS Project and MS Powerpoint.
- Able to interact and coordinate with operations strategies to achieve useful outputs on time.
- Able to handle vendors/clients interactions and communication
- Dynamic personality with positive and independent mental attitude that inspires, empower and develop colleagues.
- Mature, willing to learn and grow, passionate about achieving a challenging position that allows meaningful contributions to a project's success.