

الموقع المطلوب العمل به	JOB VACANCY
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A leading company in KSA – Dammam is seeking to fill the following vacancies:

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o	Job Description
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o Site Coordination with all Contractors and subcontractors, and monitoring productivity.

o Ensures that all the works done are in accordance with the approved construction drawings, contract conditions and specifications.
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o To monitor progress on site, and to manage daily site works.
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o Preparing the Daily progress report and submit the same to the Construction Manager.
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o Responsible for effective site administration which include site safety and control of materials/plants on site.
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o Ability to liaise effectively with, consultants, subcontractors to achieve delivery objectives.

o ensuring that all materials used and work performed are as per specifications

o supervising and monitoring the site labour force and the work of any subcontractors

o	Requirements
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o B.Sc degree in Civil Engineering

o 4-8 years experience in construction companies; villas and buildings project.

o Knowledge of AUTOCAD, Primavera/ MS Project, design software is a plus

o Technical Skills, Team handling skills, communication skills

Salary:

1.	o	Basic Sal
2.	o	Housing
3.	o	Transport

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o	Job Description
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o Assist in the management of the development process from inception to hand over including program

o Design process management.

o Oversee and review the QA plans on site to ensure that all QA/QC procedures are set and implemented

o Working with the Projects Director to define, plan, document, and control the execution of projects for

o Getting involved with all aspects of tracking and reporting the progress of projects through all phases of

o Effectively communicate with site team members, and management to monitor all daily site progress.

o Preparing all necessary project documents and progress reports in cooperation with the Project Director

o Project planning and scheduling.

o Coordinate governmental approvals and permits.

o Market and research analysis

o Assisting in project cost control.

o Attending regular site progress meetings if required.

o Assist the Projects Director in:

Feasibility Studies

Cost Reports

RFP

Fee proposal analysis

LOI, MOU issuing

Agreements

NDA and Agreements preparing

CMP

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Requirements

o B.Sc degree in Civil Engineering.

o 8-10 years experience in construction projects; villas and buildings project.

o Knowledge of AUTOCAD, Primavera/ MS Project, design softwares.

o Technical Skills, Team handling skills, communication skills.

Salary:

1.	o	Basic Sal
2.	o	Housing
3.	o	Transport

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Job Description

The main duties of the Senior Document Controller include, but are not limited to:

o Introduce cost cutting measures (pertaining to printing), wherever possible

o Co-ordinate with Project Managers, CAD Manager, CAD Technician and Document Controllers in other

o Log all incoming drawings

o Archive project directories from Computer and manage these CD's;

o Arranging Printing of large documents and Deliverables

o Ad hoc duties as required

o Complies with Company Systems.

o Record all incoming and outgoing transmittals, submittals, and reports.

o Issue design drawings to Contractor, Local Authorities and others as directed.

o Maintain registers of drawings, issued to/received from, and approved by.

o Maintain current drawing sets for engineers and architects and ensure superseded drawings identified

o Maintain NCR, RFI and submittal registers.

o Record all incoming & outgoing RFI's & submittals, and monitor company's response time, advising co

o Proper updating in the Expedition / Aconex / Prolog or other document control softwares.

o Assist and stand in for Administrative assistant as required.

o Handling FTP Sites for uploading and downloading documents

o Responsible for ordering and approving stamps as per company standards.

o Controlling Archives and Library

o Co-ordinate with other offices for the tender and construction packages issue.

o Aid site teams to establish correct document control procedures at the start of new projects as per client

o Maintain full and up-to-date knowledge of all relevant technical and quality areas and associated regul

o Initiate training for self with respect to relevant area.

o Keep up to date and attend training courses in relation to the company systems.

o	Requirements
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o Education /Minimum Qualifications: Bachelors Degree / Diploma

o Minimum 10 years experience in a similar role.

o Good written and verbal communication skills.

o Ability to organise staff and prioritise works.

o Ability to work well within and lead team of mixed nationalities

o Strong decision making skills

o Communicates effectively both orally and on paper;

o Excellence in Microsoft applications e.g. Word, Excel and Outlook is required;

o Familiar with in the Document Control softwares e.g. Expedition / Aconex / Prolog and others

o Committed team player

Salary:

1.	o	Basic Salary
2.	o	Housing Allowance
3.	o	Transportation Allowance

4-

o **Job Description**

o Excellent client management skills

o Provide overall technical direction for small to large-sized projects.

o May conduct or assist with pre-construction conferences, supervise and direct field staff that may include

o Conducting the site meetings, dealing with Contractor(s) work progress, schedule reviews, and construction

o Lead the construction team through the duration of construction, testing and commissioning of the project.

o Maintain official project log and documentation files.

o Assist with implementation/interpretation of safety programs.

o Have knowledge of Primavera scheduling software and scheduling protocols.

o Will have responsibility to deliver a successful project to the client.

o Provide issue resolution arising from the inspection process or from contract administration.

o Plan and schedule all or part of the onsite staff and staff that come to the site on an intermittent basis.

o Participate in project decisions regarding technical approaches, cost, scheduling, and performance.

o Represent the owner to assure all construction-related activities performed by the contractor are performed

o Authorize and approve all project personnel transactions, purchase requisitions, and change requests

o Act as primary client contact for all project-field activities.

o Ensure all construction is in compliance with design specifications.

Salary:

1.	o	Basic Salary
2.	o	Housing Allowance
3.	o	Transportation Allowance

5-

o	Job Description
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o Coordinate project documents from inception to finish including Facility Program Forms, Project Initiati

o Prepare and send Request for Proposals (RFP).

o Coordinate receipt of vendor's proposals and assemble for review by Projects Director.

o Follow-up with vendors and service providers as needed to ensure satisfaction of RFP requirements.

o Schedule site surveys w/ external resources and coordinate with property managers/landlords for gain

o Coordinate and follow-up with design consultants, Operations, and Construction Managers for maintai

o Assemble bid packages and send out to General Contractors.

o Prepare contracts and purchase orders.

o Request insurance certificates, riders, and licensure documents from contractors.

o Log proposed Change Orders and tract review/approvals in Change Order Management application.

o Update contract changes as approved by Projects Director.

o Review invoices and payment requests against open contracts and purchase orders.

o Prepare and maintain signed originals in project files.

o Prepare project close-out documents.

o Request Certificates of Occupancy and final inspection approvals.

o Prepare utility turnover letters.

o Request As-Built drawings.

o Other special projects as assigned.

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Requirements

☐ Civil Engineering Bachelor's degree

☐ 10-15 years experience

☐ Background in construction.

☐ Proficient in MS Word, Excel, PowerPoint and Outlook, Primavera.

☐ Must be detail oriented with outstanding organizational and time management skills.

☐ Excellent verbal and written communication.

Salary:

1.	<input type="text"/>	Basic Salary
2.	<input type="text"/>	Housing Allowance
3.	<input type="text"/>	Transportation Allowance

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PRINCIPAL RESPONSIBILITIES	:
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The successful candidate’s responsibilities will include, but not be limited to:

- Sponsor for all design issues concerning the Project during the design process and during construction
- Provides Project design input and comments in team meetings and formulates solutions to allow the team to proceed
- Evaluate given leasing requirements and provide alternate solutions to meet Project goals .
- Communicate to the Project Consultant Team overall goals for the Project including the program, aesthetic and functional requirements
- Participate in continual Value Engineering sessions to assure the overall design goals are met .
- Provide support in establishing scope of service and appropriate budgets for services by Project Architect
- Review the design concepts and drawings for the Project and provide feedback, design suggestions and recommendations
- Provide information to consultants regarding the “back of house” and “Management Areas” requirements

- Establish a schedule, scope and agenda of materials for presentation to Senior Management .
- Present Project design to Senior Management (individually or in groups) to secure the necessary approval.
- Make necessary site visits for Project meetings to review progress of construction and mock-ups and provide input for the design.
- Assist the Director of Specialty Tenant Coordination in preparing the design criteria for the Tenant Handover.
- Review submittals for design intent for all Anchor tenants .
- Provide input for the procurement and installation of all furnishings, fixtures, amenities, signage and graphics.

Desired Skills & Experience

MINIMUM QUALIFICATIONS:

- Architectural Degree

- previous experience with real estate companies.

- Architectural License.

- 8-10 years experience minimum.

Salary:

- Basic Salary: SR 14,000-18,000

- Housing = 3 basics annually

- Transportation: 10% of basic salary

Only qualified candidates are required to send their CVs to :

eng@targetjo.com

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