



## **Company Overview**



We are a team of passionate Consultants and Professionals, headquartered in Hong Kong. We have grown to be one of Asia's leading Consultancy firms with multiple offices across Asia, and a variety of projects specializing in IT, IoT, Security, ELV, Audio-Visual, and Acoustics. We have an excellent track record working with many high-profile clients including many international 5-star hotel groups, investment banks, MNCs, luxury shopping malls and outlets, educational, house of worships, leisure and edutainments. For details, please visit our company website <http://www.ihd-hk.com>

## **Project Engineer**



### **Job Description**

- Assist technical team in project implementation and administrative support from project initiation to project completion.
- Help prepare project reports, proposals, schedules, and correspondences.
- Prepare, assess, and compile tender document, contractors' claims, technical submissions, etc.
- Monitor and track project's progress and handle any issues that arise effectively.
- Create and maintain comprehensive project-related documentation, drawings, and reports (submission reports, technical documents & drawings/ handover documents, etc).
- Issue all appropriate paperwork.
- Support Engineering Team in creating system schematic and layout drawings
- Work closely with Engineering Team on design package development
- Perform other related ad-hoc tasks to be assigned by superior / manager.
- Perform a wide range of document control duties to support and facilitate the operation of the company and projects.
- Liaise with contractors, suppliers, consultants, and other project parties.



### **Requirements:**

- Minimum academic qualification Diploma and/or Bachelor's Degree, preferably in Construction Management, Mechanical, Electrical and/or Electronic Engineering.
- 1 year of experience in project administration in a related field or fresh graduates are encouraged to apply.
- Knowledge of AutoCAD & Autodesk Revit
- Excellent written and verbal communication skills in English and Bahasa Malaysia.
- Solid organizational skills including attention to details, presentation, reporting and multitasking skills.
- Strong working knowledge of Microsoft Office and project management tools.
- Good attitude, Willing to learn, Hardworking.
- Result oriented and able to work under customized target requirements.
- Working location: Sunway. Possesses own transport.

## **How to apply?**



Please email your resume to [pk.kuan@ihd-hk.com](mailto:pk.kuan@ihd-hk.com)

*\* Only shortlisted candidates will be notified. \**