



JOB DESCRIPTION – PROJECT ENGINEER

Document No.

HQ-P&D

Rev

0

Date

19/06/2024

	Department	PROJECT
1	Job Title	PROJECT ENGINEER
2	Report To	<ul style="list-style-type: none">• SENIOR MANAGER PROJECT & DESIGN
3	Immediate Subordinate	<ul style="list-style-type: none">• NIL
4	Responsibilities & Authorities	<ul style="list-style-type: none">• Project coordination, project management and project execution include delivery, installation, commissioning to ensure timely completion• Perform overall quality control of the work (budget, schedule, plans, personnel's performance) and report regularly on project status• Monitor compliance to applicable codes, practices, QA/QC policies, performance standards and specifications• Be responsible for project quality KPIs• Cooperate and communicate effectively with project manager and other project participants to provide assistance and technical support• Prepare project status reports by collecting, analyzing, and summarizing information and trends; recommending actions.• Maintain safe and clean working environment by enforcing procedures, rules, and regulations.• Meeting with client on site and online
5	Education & Experience (Preferred)	<ul style="list-style-type: none">• Bachelor's Degree, Post Graduate Diploma, Professional Degree• Excellent people management skills.• Strong communication skills and negotiation skills.• Proactive and always seeking for challenges.• Good interpersonal skills, organizational skills and highly customer oriented• Years of Experience: Min 3 years
6	Skills & Knowledge (Required or To Be Provided if do not possess)	<ul style="list-style-type: none">• Autocad drafting• Good interpersonal & communication skills• Able to work independent, self-motivated, dynamic, hardworking, positive thinking.