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We are an established building maintenance and upgrading specialist (In Singapore). As a leading company, we are always committed to provide best services to our customers. To ensure continuous growth, we are seeking competent and dedicated candidates to be part of our team for the following position:-

## **Project Managers / Project Co-ordinators**

(Based in Singapore)

### **Requirements: Project Managers**

- Diploma or NITEC in Building / Certificate in Civil & Structural Engineering or related field
- Good working attitude, self-motivated and able to work independently
- Preferably 2 years experienced in A&A Works / Construction Works
- Required skill(s) : MS Excel, MS Word, MS Project
- Singapore Class 3 driving license

### **Requirements: Project Co-ordinators**

- Diploma in Building or related field
- Good working attitude, self-motivated and able to work independently
- Required skill(s) : MS Excel, MS Word, MS Project
- Required language(s) : English / Chinese to liaise with counterparts
- Singapore Class 3 driving license

### **Jobs Description:**

- To supervise projects (R&R / A&A Works)
- To manage and coordinate project work
- To liaise / coordinate with Clients, Consultants and Vendors
- To ensure proper hand over of project to client

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Interested applicants please email your resumes (stating current and expected salary and date of availability) to:

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