



Job description

Position:

Project Assistant

Location:

China

Reference No.

C3-JD-09019

Scope of work:

- Document control, such as send and receive files on job site.
- Translate technical documents for communication.
- Supervise contractors on job site for quality, safety and schedule
- Review the submittals and RFI from contractors
- Liaison with contractors, design institutes and owner.
- Take responsibility for administration on site, such as room and board.
- Other relevant assignments upon request of project manager

Key qualification:

- Bachelor Degree or other engineering disciplines
- Minimum 1 years project experience
- Verbal and written communication skills with a good working knowledge of English
- Strong capabilities in communication, document control
- Good skills and knowledge of Microsoft office software, i.e. Word, Excel, Power Point, Project Planner

Other requirements:

- Start as soon as possible
- Negotiable and attractive reimbursement package