

Assistant Project Manager

Responsibilities:

- To assist Project Manager with all aspects of project management for the successful completion of the Church's building projects
- To work with Resident Engineers and Resident Technical Officers in monitoring the progress of construction and ensure compliance to the project's master schedule
- Review and comment on contractor's procedure, resources, work breakdown structure, detailed methodology and program
- Conduct regular project cost review meetings with contractual parties to review and recommend cost additions and /or omissions for the Church's review
- Liaise, manage and assist the Church in evaluating design options and tender briefs including sub-contract tenderers
- Identify any defects to the completed works including preparation of defects list and ensuring appropriate and accepted rectifications are carried out
- Inspect and approve for final testing and commissioning of all relevant works and services and issuance of practical completion and maintenance period in accordance with contractual requirements
- Testing, inspection and approval of all building works and services

Requirements:

- Diploma in Building or an equivalent field
- At least 3 to 5 years of experience in Building or related industries
- Able to use MS Office Suite and BIM modelling software
- Able to work beyond regular hours due to the nature of the building project (e.g., attending meetings at nights or over the weekends)
- Able to be stationed at the project site to work

If you are interested in any of the positions, please complete TCC Application Form and email it to us with your detailed resume to hr@trinity.sg. Please note that only shortlisted applicants will be contacted. Thank you.