



# Profile

## Turner & Townsend

On every project and programme we've worked on, we're proud of the difference we've made.

**We are an independent professional services company specialising in programme management, project management, cost management and consulting across the real estate, infrastructure and natural resources sectors.**

With over 4,200 employees from 97 offices in 41 countries, we draw on our extensive global and industry experience to manage risk while maximising value and performance during the construction and operation of our clients' assets.

### Making the difference

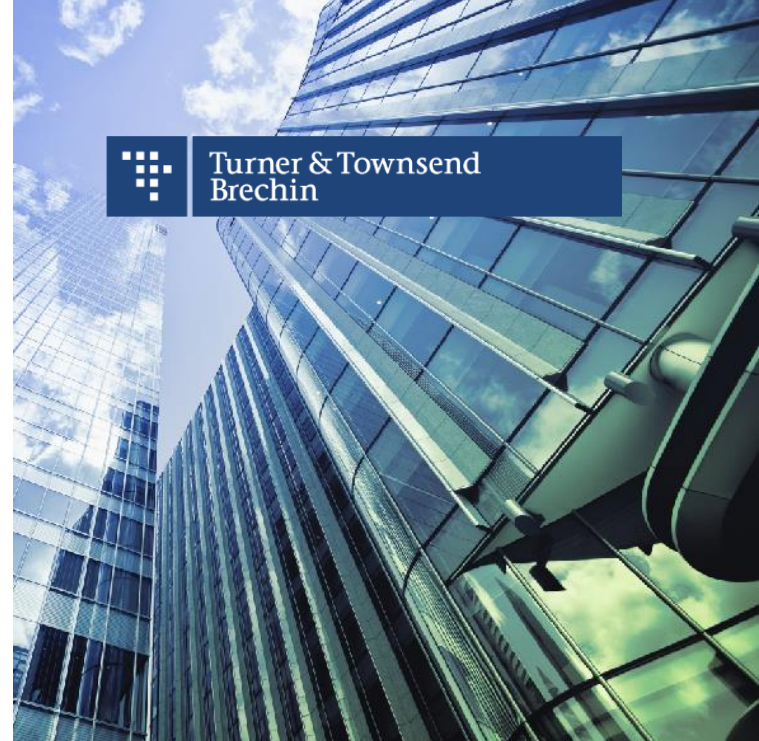
With our experience of major capital projects all over the world we're experts at managing the many moving parts involved in complex programmes.

At the heart of our approach is a focus on better outcomes. With an independent view we do things smarter; we give the clarity and rigour to help teams work better together, to make an investment case stronger, to raise the standards of delivery and to maintain schedules and budgets.

It's how we've made the difference for more than 70 years.

### Our Asia coverage

Turner & Townsend has operations in Asia with around 500 employees in 9 countries (16 offices) in Asia.



### South China region

#### Turner & Townsend Brechin

Turner & Townsend Brechin established in 1977 and has a compliment of over 120 personnel spread across South China region including Hong Kong, Shenzhen, and Macau.

Our collective experience of the company extends to all aspects of consultancy, delivery and operations services on all types of construction projects, including building, civil engineering works, M&E services installations, fitting-out and renovation and refurbishment works to the property and infrastructure sectors. Our clients will benefit from being able to draw on Turner & Townsend's international capabilities and broad service offering.

#### Our client



# Current openings for Hong Kong / Shenzhen

## JOB APPLICATION

e: [careers.hongkong@turntown.com](mailto:careers.hongkong@turntown.com)

### FOR GRADUATES

#### Assistant Project Manager

##### Responsibilities

- To support Project Management Commissions, taking responsibility for effectively delivering a range of tasks to high quality standards.
- To conduct background research, data collection and benchmarking
- To establish effective processes and systems to be utilised throughout the project
- To produce project plans
- To monitor and document project progress and other performance indicators
- To track and document changes
- To prepare written project communication materials
- To prepare formal project progress and other reports
- To liaise with the client, contractors and designers
- To attend meetings and draft minutes
- Any ad hoc task as assigned

##### Requirements

- Degree in Building Surveying, Project Management , Construction Management or equivalent
- knowledge of all of the main project management concepts, tools and techniques
- Demonstrated ability to work in a fast paced and high pressure environment, to meet often tight deadlines, and to work pro-actively as part of a committed team
- Good command of both written and spoken English and Chinese, proficient in Mandarin is a plus

#### Assistant Quantity Surveyor

##### Responsibilities

Assisting the Commission Manager on a range of tasks, to include:

- Conducting background research, data collection and benchmarking
- Estimating and producing cost plans
- Compiling and amending the tender list
- Drafting the procurement documentation
- Checking and analysing the tenders
- Drafting the tender report
- Dealing with variations and the change control processes, negotiating less financially significant or complex matters
- Conducting cost checks and valuations
- Drafting monthly reports
- Analysing the numbers for the final accounts
- Liaising with the client, contractors, designers, etc.

##### Requirements

- Degree in Quantity Surveying, Cost Management/ Engineering or equivalent
- Excellent technical knowledge across the full range of Cost Management duties including: Cost Estimates, Bills of Quantities, Value Engineering, Tendering and Evaluation, Contract Knowledge, Change Orders and Final Account close-out
- Team player with excellent leadership and problem solving skills
- Excellent communication skills with the ability to negotiation, influence and persuade others
- Good command of both written and spoken English and Chinese, proficient in Mandarin is a plus

### INTERNSHIPS - FOR CURRENT STUDENT

#### Project Management Intern

##### Responsibilities

- Conduct background research, data collection and benchmarking
- Establish effective processes and systems to be utilized throughout the project
- Producing project plans
- Assist in conducting and handling special projects, as requested by the business unit Director
- Monitoring and documenting project progress and other performance indicators
- Tracking and documenting changes
- Preparing written project communication materials
- Preparing formal project progress and other reports
- Liaising with the client, contractors and designers
- Attending meetings and drafting minutes

##### Requirements

- Undergraduate in Building Surveying, Project Management , Construction Management or equivalent
- Self-motivated and good in communication
- Ability to analyze and summarize problems
- Outgoing, responsible and ability to work under pressure

#### Quantity Surveying Intern

##### Responsibilities

Assisting the Cost Manager / Senior Cost Manager on a range of tasks, including:

- Conduct background research, data collection and benchmarking
- Preparing cost reports
- Compiling the tender list
- Assist in preparing the procurement documentation
- Reviewing and analyzing the tenders
- Assist in preparing tender reports
- Assist in managing the variations and the change control processes
- Assist in preparing the monthly reports
- Assist in the measurement and assessment of Final Accounts

##### Requirements

- Undergraduate in Quantity Surveying or equivalent
- Self-motivated and good in communication
- Ability to analyze and summarize problems
- Ambitious, responsible and a good team player

# Current openings for Hong Kong / Shenzhen

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