

# SANBASE INTERIOR CONTRACTING LIMITED

## Job Description for Management Trainee

### Responsibilities :

You will learn from successful managers be exposed to all facets of the business and build skills in the following areas

- Learn industry safety standards and ensure safety guidelines are followed on job sites
- Visit work sites, interact with team members and address challenges that arise
- Figure time, material and labor requirements necessary to complete projects
- Prepare and manage work schedules for company crews as well as subcontractors
- Attend construction meetings and training classes are schedules
- Other duties as assigned

### Requirements :

- Diploma holder or above in Building Studies or architecture
- Passionate on fitting out projects
- Innovative, result-oriented, strong interpersonal and communication skills
- Good command of computer literacy, especially in MS Work, Excel, PowerPoint and AutoCAD
- Good command in written and spoken English and Chinese

## Job Description for Quantity Surveyor / Assistant Quantity Surveyor

### Responsibilities :

- Assist the project team in providing quantity surveying services include site measurement, budgeting, tendering, cost control, variation claim and settlement of final account upon project completion

### Requirements :

- Higher Diploma / Higher Certificate in Quantity Surveying or construction related disciplines
- Minimum 3 years' relevant experience in fitting-out field
- Capable to handle large scale projects
- Self-motivated, initiative and mature with good interpersonal skills
- A team player and able to work independently
- Good command of spoken English and Chinese
- Good command of MS Office and AutoCad
- Candidate with less experience shall be considered as Assistant Quantity Surveyor

## Job Description for Project Coordinator / Site Supervisor

### Responsibilities :

- Ensure site progress as per agreed working program;
- Organize working drawings.
- Review drawings with designers on updated site issues;
- Accompany clients for site inspection.
- Negotiating with suppliers and contractors on arguable matters
- Monitor site conditions in a neat, secured and safety manner
- Provide soonest solutions to any problems happened on site.

### Requirements :

- Diploma or above in relevant disciplines
- Minimum 2 years' relevant experience preferably in fitting-out field
- Self-motivated, organized with good interpersonal skills
- A team player and able to work independently
- Good command of spoken and written English and Chinese
- Good command of MS Office

## Job Description for Project Executive

### Responsibilities :

- Assist and support the project team with project administration and secretarial services
- Coordinate and liaise with internal departments, and external clients, consultants, designers and sub-contractors
- Handle documentation submission and correspondence in timely and professional manner

### Requirements :

- Diploma or above in relevant disciplines
- Minimum 2 years' relevant experience preferably in fitting-out field
- Self-motivated, organized with good interpersonal skills
- A team player and able to work independently
- Good command of spoken and written English and Chinese
- Good command of MS Office