

## Assistant Site Engineer/Site Engineer

### Main responsibilities

He/she:

- Works on a building project in the execution phase.
- is in charge, depending on the size of the project, of a section (structural works, architectural trades, M&E, external works) or of part of a section.
- participates in defining objectives on technical, financial and human issues.
- helps in detailed preparation of the structure: construction schedule, technical options, drafting of documents, etc. He/she works in close collaboration with Site Supervisory staff.
- participates in the consultation and appointment of suppliers and sub-contractors.
- contributes to the financial viability study of the project: comparative summaries of calls for tender, etc.
- coordinates the works (Structural Works, Architectural Trades, M&E, external works) and gets them executed through in-house production or supervises until handover, in accordance with the contract.
- takes part in checking the progress schedules and, if necessary, modifies them along the lines suggested by the Senior Site Engineer.
- has a role in managing site staff, ensuring health and safety rules are respected (regular inspections), manages equipment and materials.
- under the authority of the Senior Site Engineer, deals with the client (schedule and quality) as well as technical testing.
- takes part in the Sustainable Development policy.
- contributes to contractual matters (schedules, for example) and takes part in site reporting.

## Design Engineer

### Main responsibilities

He/she:

- Under the responsibility of the Design Manager, organizes, consolidates and manages the design of the project.
- Draws up, modifies and distributes the CAD drawings according to the contract (fixed deadlines and quality standards).
- Participates in the design plan and its procedures.

He/she ensures that the design matches the technical conditions of the contract (respects the working practices, the construction details and the technical interfaces).

- Manages the contract(s) for design signed with third parties.
- Draws up the schedule for the execution of the design and monitors its progress.
- Helps site teams to understand the drawings, in order to successfully carry out the production works. Participates in the setting up of vectors of communication between sites and third parties.
- Participates in the organization of the moving forward of the drawings and their budgets. Draws up the project design documentation.

## Cost Controller

Main responsibilities

He/she:

Main Responsibilities

- Estimating and managing the cost using accounting models to help determine the price of production, the price to consumers and how much money the company can expect to make.
- Pricing raw materials from vendors necessary to creation of the product, labor, any necessary transportation and equipment.
- Assists management with building an annual operating budget for the company.
- Support in managing purchasing and labor practices in order to keep costs within budget while maintaining the company's production schedule.
- Build reports detailing raw material and labor costs to management along with a comparison of actual versus projected production costs.
- provide profit estimate reports on a regular basis.
- Asset Management
  - Builds and maintains vendor relationships and manages the purchase of hardware and software products.
  - Manages the purchasing of all software, hardware and other IT supplies at the regional level.
  - Ensures that company assets are maintained responsibly