

Job Title: Project Coordinator

Responsibilities

- Assist the Project Manager in handling construction matters, liaising with consultants, contractors, and sub-contractors to ensure specifications, procedures, schedules, drawings, and quality control are strictly followed.
- Monitor and report site progress and quality, prepare records such as reports, photos, and progress schedules.
- Arrange manpower and coordinate workers to ensure efficient resource allocation.
- Handle project-related documentation to ensure compliance and completeness.
- Coordinate and monitor site matters to ensure smooth execution of works.

Requirements

- 5 years' or above in interior fitting-out project / A&A works / design & build project experience.
- Able to prepare working schedule, progress programme, site report and able to read construction drawings, etc.
- Possess effective interpersonal skills and initiative, able to work under pressure and with good PC skills.
- Good command of both spoken and written Chinese and English.
- Immediate available is highly preferred.

We offer competitive remuneration and career development opportunities to the right talent. Interested parties, please click **APPLY NOW** or send to hr2@bps-group.net to submit your application with comprehensive resume and expected salary.

For more information on BPS, please visit our website at www.bps-group.net

(All information received will be treated in strict confidence & will be used for recruitment purpose only).