Date: 2017.12.08

**Position: Quantity Surveyor**

Country: Vietnam

Number of manpower approved to hire: 2

Terms of Employment: Full Time Permanent Employee

**Summary:**

Reporting to the Executive Director or designate, the incumbent be part of the Vietnam Quantity Surveyor (QS) team. He / she will manage all costs relating to building projects from the initial design stage to final accounts stage, minimize the costs of a project and enhance value for money while achieving the required standards and quality.

# **Responsibilities:**

* Establish client’s requirements and undertake feasibility studies
* Attend onsite and consultants’ meetings and liaise with clients, architects and associate consultants in the administration of projects
* Interpret architectural or engineering drawings and specifications to prepare project costs
* Prepare various main building contracts, piling contracts and nominated sub-contracts for tender and contract formalization
* Measure and take off quantities for Structural, Architectural and M&E work elements
* Administer pre and post contract and consultancy work
* Prepare cost plans and budget studies
* Assess variation costs, prepare interim valuations for contractor’s progress claim
* Compile contract documents for execution
* Maintain awareness of different building contracts in current use
* Valuing completed work and arrange payments
* Provide advice on contractual claims

# **Requirements:**

* Bachelor degree in Civil, Architectural , Mechanical or Electrical Engineering with 1-2 years of QS experience in a consultancy environment
* Fresh graduate with interest in pursuing a cost management career can be considered
* Good knowledge of construction laws and regulations in Vietnam
* Excellent verbal and written communication skills
* Strong interpersonal skills and work well in a team
* Organized and able to handle stress

Location: 5th floor, HBT Tower, 456-458 Hai Ba Trung Street  
Tan Dinh Ward, District 1  
Ho Chi Minh City, 8408, Vietnam

Hiring Manager: Phan Lay Eng

Executive Director

DID: 6508 3405 HP: +65 9366 8715

Support: Ms. Huynh, Tuyet Linh [Linh.Huynh@aecom.com](mailto:Linh.Huynh@aecom.com)

HR: Irene Santos