

Project Coordinator

Escape Bangladesh Limited

Vacancy

Not specific

Job Context

We are looking high professional, expert, dynamic, intelligent and self-motivated person.

Job Responsibilities

- Planning & monitoring the progress of the project.
- To maintain time logsheet of project equipment.
- Supervise all maintenance vendors & Other's.
- Finding out ways for cost minimization which need to be included Man, Machine, Materials, Method and Money.
- Contacting potential clients to establish rapport and arrange meetings.
- Increasing the value of current customers while attracting new ones.
- Preparing sales contracts; following company rules and guidelines.
- To ensure business development.
- To ensure project/site labor Management.
- To ensure top supervision & project progress as per Work Schedule.
- Time to time meeting and reporting with project personnel's.
- Coordinate with the billing department.
- Any other activities as and when required by the management.

Employment Status

Full-time

Educational Requirements

- Hon's/ Master's from any discipline /MBA
- B.Sc in Civil Engineering will get Preference

Experience Requirements

- At least 10 year(s)

Additional Requirements

- Age Na
- At least 10-15 years' experience in management of large and medium-sized civil and infrastructure construction projects, and rich site operation experience;
- Candidate must have experienced in field level work in any location in Bangladesh.
- Have sound knowledge on project / Construction equipment (i.e, excavator , payloader, bulldozer, barge, tugboat etc.)
- Dedication, good professional integrity and professional ethics;
- Good construction organization and coordination ability;
- Excellent English communication skills, both verbal and written, good in MS Office (MS word, Excel and power point) to conduct daily management and communication of the projects;
- Ability to work independently and diligently with good analytical skills;
- Candidate must work in any location in Bangladesh as decided by the management.

Job Location

Anywhere in Bangladesh

Salary

- Negotiable

Compensation & other benefits

- T/A, Mobile bill, Performance bonus
- Salary Review: Yearly
- Festival Bonus: 2 (Yearly)

Apply Procedures

Potential candidates satisfying the job requirements are invited to apply with complete CV along with two passport size photographs and National ID card on to hr@escapebd.com or the Manager (HR & Admin), Escape Bangladesh Limited, Road#3, House#33, O R Nizam Road R/A, GEC, Chittagong.

Note: Mention the post on the top of the envelope or in the subject of the e-mail.

Or

Apply through using Company Website (<http://www.escapebd.com/job-opportunity/>)