

REI TECHNOLOGIES PTE LTD

QUANTITY SURVEYOR

Location: Woodland area, Singapore

No. of Vacancies: 1

Duties and Responsibilities:

Assist in tender process and administer all project administration matters that include monitor and control all aspects of project claims, cash flow and contractual matters. To achieve overall success of project and maintain/ maximize profit for the company.

- Review tender documents and drawings.
- Source for suppliers and sub-cons for pricing quote.
- Liaise with customers to clarify tender requirement.
- Prepare, update and submit monthly progress claim.
- Closely monitor and follow-up and monitor project cost.
- Evaluate and certify sub-con progress claims.
- Project filing and keeping records of all correspondences.

Requirements and Qualifications:

- Minimum Diploma holder in related field.
- At least 5 years of experience in related field.
- M & E background with the knowledge of ACMV.
- Meticulous and able to work under pressure.

If you are keen to the above position, please email a detailed resume, together with a recent passport-size photograph with current and expected salary to jenny.chong@chasen-logistics.com. (All applications will be in strict confidence. We regret that only short-listed candidates will be notified).