



Project Manager

ASA University Bangladesh

Vacancy

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Job Context

Will act as a key Specialist in Supervision of high rise building (Minimum 10 floors) works. Ensure total quality control of works done by the contractors of the project with stay full time in the project site at ASA University Bangladesh permanent campus, Ashulia, Dhaka

Job Responsibilities

- Estimation of BOQ rate analysis, Costing and budgeting of project.
- Close supervision of works.
- Total quality control of work done by the contractor.
- Maintaining Project Diary.
- Communicate with Contractors to ensure required material supply at site.
- Cost analysis of different construction work.
- Checking and updating project budget.
- Preparing and checking of Contractors bills.
- Drawing management and issuing at site.
- Communicate and coordinate with the consultant and get approval of work,
- Preparing work methodology & work plan.
- Preparation and Submission of all sort of Monthly reports and status.
- Tracking and maintain scope changes of civil items for construction and its effect on the overall project schedule.
- Responsible for overall management of projects.
- Plan all construction operations and schedule intermediate phases to meet deadlines.

Employment Status

Contractual

Educational Requirements

- Bachelor in Engineering (BEngg) in Civil
- With 08 Yrs Overall Experience & 5 Yrs Relevant Experience in building construction supervision & Monitoring activities.

Experience Requirements

- At least 8 year(s)

Additional Requirements

- Age at most 55 years
- Strong inter personal skill
- Smart and convincing personality
- Excellent written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Multitasking and time-management skills, with the ability to prioritize tasks

- Microsoft Project, Microsoft Office and Project planning
- Ability to do work on Microsoft Word & Excel

Job Location

Dhaka (Ashulia)

Salary

- Negotiable

Compensation & other benefits

- Festival Bonus: 2 (Yearly)
- Duration of contract : 18 Month

Job Source

Bdjobs.com Online Job Posting.

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Read Before Apply

Applicants are invited to provide information indicating that they are qualified to perform the services (complete CV with detail information about key experiences, employment history including duties and responsibilities, current remuneration, academic details, knowledge and skill, colour PP size photo, contact address including telephone/mobile and email). The application should be submitted by email and hand delivery on or before 28/11/2022

***Photograph must be enclosed with the resume.**

Apply Procedures

Apply Online

Email

Send your CV to info@asaub.edu.bd or to Email CV from **MY BDJOB**s account [Click here](#)

Application Deadline: **28 Nov 2022**

Company Information

ASA University Bangladesh

ASA Tower, 23/3, Bir Uttam A.N.M Nuruzzaman Sarak, Shyamoli, Mohammadpur, Dhaka-1207

Web: www.asaub.edu.bd (<http://www.asaub.edu.bd>)

Business: N/A