

RESILIENCE TEAM

Project executive

3-5 years of experience

Background

Design background, in landscape architecture or architecture. Strong interest in green infrastructure and urban spaces.

Skills

Excellent drawing skills and knowledge of design software such as Autocad, SketchUp, Adobe Photoshop and InDesign.

Excellent design (including 3D), communication and project management skills.

Strong working knowledge of Microsoft Office.

Responsibilities

- Assisting with project management tasks.
- Preparing and presenting design proposals.
- Preparing project briefs and tenders for engaging design consultants.
- Costing the projects and compiling project specifications.
- Coordinating the design work with different consultants and contractors.
- Attending regular meetings with stakeholders, contractors and other specialists.
- Site visits to monitor work progress and writing reports.
- Ensure that all work is developed according to standards, state and federal regulations and guidelines.
- Produce detailed drawings.

Please email your resumes to HR (careers@thinkcity.com.my).