



ធនាគារ ស្ថាបនា
SATHAPANA BANK

Senior Officer, Property Management

Based in Phnom Penh, Cambodia.

Responsibilities

- Provide technical support in design and development
- Prepare layout plans, technical specifications, and other project documentations
- Work with line manager in developing project plan, budget, and schedules
- Assist line manager in cost control, document control and quality control activities
- Coordinate with other members in planning and executing assigned technical projects
- Analyze and resolve design problems in a timely manner
- Oversee several projects at the same time
- Prioritize and coordinate project activities for timely completions
- Ensure that each stage of the project happens on time, on budget and to a high standard
- Draw up a detailed plan for how to achieve each stage of a project
- Negotiate with contractors and suppliers
- Report regularly on progress to the stakeholders
- Demonstrate knowledge of all areas of renovation
- Work in an office with regular site visit

Qualifications

- Bachelor's degree in Architecture or Engineering, or other related fields
- Experience in project management and negotiation skill
- Sound understanding of health and safety regulations
- Demonstrate high level of ethical commitment and trustworthiness
- Good at English and Microsoft Office (Words, Excel, and PowerPoint)

To Apply

- Interested candidates are encouraged to apply via job@sathapana.com.kh
- For more information, please contact us at 023/ 081 999 010/ 096 257 9666 or go to <https://www.sathapana.com.kh/careers/job-opportunity/>