



POSITION: Project Assistant
CAMPUS/DIVISION: School-Wide/Project
REPORTS TO: Project Manager

PURPOSE:

The Project Assistant is responsible for supporting the Project Manager with all project data, including helping to make a bill of quantity, selecting materials, and up to monitoring all work that has been completed or is in progress

QUALIFICATIONS AND EXPERIENCES

1. Indonesian citizen
2. Minimum a bachelor's degree, major in Engineering (Civil is preferable)
3. Minimum 5 Years of work experience in construction or project environment.
4. Strong numeracy skill
5. Good computer literacy (Ms. Excel & Specialist Software)
6. Good in English, both verbal & written
7. Able to work in a team
8. Good interpersonal skills
9. Attention to detail and prefer to use methodical approach at work
10. A clear commitment to Child Protection, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

1. Forecasting the cost of different materials needed for the project
2. Preparing tender documents, contracts, budgets, bills of quantities, and other documentation.
3. Tracking all changes to the design and /or construction work and adjusting the budget projections accordingly.
4. Procuring or agreeing on the services of contractors and subcontractors who work on the project
5. Procuring materials, monitoring the procurement process until completion, and communicating the progress to the project manager
6. Monitoring and keeping all records for the work that has already been done
7. Liaising with the site managers, project managers, and site engineers.
8. Helping in selecting and sourcing the construction materials
9. Writing reports regarding all the works
10. Embracing the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting.
11. Performing other related duties and assuming other responsibilities as assigned by the Project Manager

TO APPLY

Interested qualified candidates, please send your cover letter, resume, and 3-5 list of professional references to recruitment@jisedu.or.id