



Quadra Indonesia Utama (QIU) - Scope of Work
Position Title: **Project Person In Charge (PIC)**

QIU is a company engaged in the field of General Contractor with major business in Network Engineering and Construction of Telecommunication Systems which is covering Mini Audit Surveys, Engineering, CME Implementation, Installation including Testing-Commissioning of various telecommunications equipment, Goods or materials supply for installation work and supporting facilities. Currently we are seeking Project PIC to join the team and performing a supervisory role for the whole project operational and to ensure the team meet the clients reporting standards.

The position is Jakarta based and full time.

Scope of Work:

- Demonstrated meticulous details to review reports to clients;
- Extensive knowledge and experience on QIU's clients report requirements (Client's SoW and format of reporting);
- Act as the point of contact for internal and external clients;
- Maintaining a good networking and communication with QIU's client;
- Project Mapping;
- Assigned and supervised team;
- Tracking Project including updates;
- Create Monthly report (related to project, surveyor, drafter, QC);
- Perform QHSE briefing with surveyors and safety tools checking to meet QIU standard requirements;
- Ensure the team sign and fully understand the contents of the contract/agreements before deploy to the project sites;
- Ensure the project timeline meet the datelines;
- Perform intensive communication among the team (PIC, Surveyor, Drafter, QC and Admin/Finance staff);
- Submit final reports and drawings including all related documents to QIU's clients;
- Follow up PO, BAST and Invoice to QIU's clients (in close coordination with QIU Admin and Finance staff);
- Provide regular report related to project progress to the Directors;
- Handle request and queries from the Board of Directors;
- Provide any other clerical support when needed;
- Perform other duties as assigned.

Key skills:

Candidates should possess diplomacy, meticulous attention to detail and problem-solving skills, good numerical, time management skills and a genuine interest in business. Excellent computing (office management and necessary software related to mapping and drawing), interpersonal, strong organizational skills with the ability to multi-task, teamworking and written/verbal communication skills in basic English are also important.

Interested candidates may send their application to:
recruitment@quadraindonesia.id latest by 27 October 2017.

Only shortlisted candidates will be contacted.

No phone inquiries.