



## Project Co-ordinator/ Assistant Project Co-ordinator

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### **Responsibilities:**

- To assist Project Manager in overall administration and control of all construction works in projects;
- To purchase materials required for the works and to ensure materials purchased are in compliance with contract;
- To ensure the work is carried out in good building practice and in compliance with contract in all aspects and accordance with the description details in specifications and drawings;
- To attend meetings and discuss the works with Architects, clients and their representatives as and when required;
- To perform any ad hoc duties as required.

### **Requirements:**

- Diploma or above in Building Studies or Construction or related disciplines;
- 1-2 years solid working experience in construction field;
- Responsible, well-organized and detail-minded;
- Positive working attitude and able to work independently.

We offer good career prospects and competitive remuneration packages to the right candidate. Interested parties please send your full resume with expected salary, date of availability and quote the position and reference number to [hr\\_recruitment@wanchung.com](mailto:hr_recruitment@wanchung.com) or Human Resources Department - Unit No. 1-2, 7/F, Lai Cheong Factory Building, 479-479A Castle Peak Road, Kowloon.

All personal data provided by applicants will be treated in strict confidence and used for employment-related purpose only.

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## Quality Control Trainee

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### **Responsibilities:**

- Conduct quality check on site and prepare quality reports;
- Assist in preparing documents for quality audits and necessary submissions;
- Assist in any ad hoc duties as assigned.

### **Requirements:**

- Certificate or above in Building Studies/Quality Management or equivalent;
- Good command of written and spoken English & Chinese;
- Responsible, self-motivated and good communication skill;
- Proficiency in MS Word, Excel and PowerPoint;

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## Management Trainee

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### **We provide:**

- Job rotation in different departments and / opportunity to visit overseas offices
- Coaching and mentoring by experienced managers
- Fast-track career development
- Attractive remuneration package

### **If you are:**

- University graduates in any discipline
- Strong passion and enthusiasm in developing long-term career in Building and Construction industry
- Good team players with strong leadership skill and analytical thinking
- Good command of oral and written in English, Chinese and Mandarin

### **Career Progression:**

Upon the completion of programme and fulfill the requirements and assessments of our Group, the trainees will be appointed as supervisory / managerial position in the field of Project Management / Quantity Surveying / Safety, Health and Environment.

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