

## **Royal HaskoningDHV – Employer Value Proposition Project Assistant FINAL**

### **Purpose**

In 2050 we will have welcomed two billion extra humans to our planet. We strongly believe everybody deserves an equal opportunity to lead a healthy, happy and prosperous life. Our ambition is to run a financially healthy business by putting our collective intelligence into practice with clients and partners to have a positive impact on people, our living environment and the economy. We are commercial savvy engineers, project managers and consultants who design smart cities, airports, ports, buildings and more; making them more environmental friendly and healthier. We reinvent industries; co-create clean energy and fresh water by using smart data and digitizing information flows and models and thus connecting the digital world with the physical world we live in. We drive inclusive sustainable development with our clients in areas that we master and can actively influence. Our purpose is to Enhance Society Together.

### **People**

We've been around for more than 135 years. Our people are keen to positively change the future and leave a legacy. We are eager to innovate and co-create. Our networked organization of smart entrepreneurs connects the best and brightest people in the world. The behaviors that we like to see and display are renewal, curiosity, recognition and trust. We treat each other with respect and we recognize each other for who we are and what we do. We value teamwork, ownership and empowerment. We are responsible for our own results. Every person is a source of inspiration, every person in our company has the possibility to make a difference, from designing new business models to creating scalable solutions that solve the world's most pressing issues. Together we create a future to be proud of.

### **Technology**

More and more, we connect the digital with the real world in an accelerating pace. Working together with our clients and partners, we use data and algorithms to translate insights into foresights. Combined with our expertise we can help our clients to solve new challenges and prevent problems. Next to our focus on applying BIM to all our engineering projects, we experiment with and adopt new technologies such as generative design, artificial intelligence, virtual and augmented reality. We help our clients in their digital transformation and we support our clients' business with better and faster execution of their ambitions. With this we add value to society and we grow a financially healthy independent business.

Let's Enhance Society Together.

We currently have an open vacancy for a position **Project Assistant**. We are looking for a professional with an open mindset, a strong drive, advanced collaboration skills, efficient worker and a "go & get done" mentality.

The successful applicants will be working in a very positive and professional environment. We offer on-the-job-training by international experts, good labor conditions and the possibility for inter-company rotation.

### **JOB DESCRIPTION:**

- Assisting the project manager in executing the project design in all aspects
- Assisting the project manager in coordinating with the Client and external related Parties.
- Coordinating with the authority for the approval required
- Collecting all Client's inputs for the Project Requirement Book
- Monitoring Clients requirements in relation to additional work
- Monitoring internal design time consumption to ensure the profitable results
- Organizing all Design, Authority, Supplier, Contractor, and Client meetings
- Preparation of Contract conditions
- Checking minutes of meeting, correspondence etc.
- Transmission of Drawings, documents
- Proper application of QMS/GMS in project
- Responsibility all in /out project documents
- Analysis input data (if any) before transferring this to Engineers for progressing
- Support Project Managers and Engineers in administration works
- Control master drawing list which prepared by project team in the beginning and follow up with its status up to date.
- Attend internal/ external meetings, take a note, make a Minutes of Meetings and distribute it to relevant people.

- Assist Project Manager and Project design team in communication with the Authority where the project located by contacting, asking statutory permits needed for project; preparing any paper which support for permit application.
- Assist Project Manager and project design team in Pre-tender stage, e.g: contact the potential Bidders, preparing tender documents when required, preparing construction contract between Client and Awarded Contractor for signing.
- Preparing/ issuing the Construction drawings when ready for issue to the site or third party in time and record it carefully.
- Coordinate the communication between Project Manager and Project team, or Client when required.
- Frequently contact Site Secretary to co-ordinate any administration work if any, e.g: making the Certificate of Payment in time, update construction status to Project Manager when required.
- Transmittal record is required when anything delivery
- Understand the documentation system for company and projects
- Manage the documentation according to the company standard incl. document number and propose work priority in coordination with Project Manager / Department Head.
- Other duties: Depend on reasonable requirements.

**KEY QUALITIES:**

- Bachelor's degree
- Minimum 3 years of experience on working with construction projects;
- Competent user of Microsoft Office and Microsoft Project
- Strong in English at all skills. Good team-worker.
- Excellent organisational skills to manage and prioritise tasks and time efficiently.
- Good understand project systems and processes;
- Demonstrate initiative, Supportive, highly self-motivated, dynamic and proactivity in daily tasks and in response to instruction.
- Commercially awareness, strong work ethic, client & result orientation.
- Highly reliable and commitment personality.
- Accuracy/ attention to detail.
- Open, approachable personality
- High attention in keeping confident information.
- Good analytical and problem-solving skills.
- Able to build good relationships at all levels, internally and externally.

**Reports to:** Project Director.

**Salary/ Allowances :** Negotiation

Interested people, please contact:

HR department

Address: 6th Floor, Tower 6, The Vista, 628C Hanoi Highway, An Phu Ward,  
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