

We are a dynamic, award winning lighting systems integration company working on a wide range of exciting lighting projects in the theme park, theatre, entertainment and architectural sectors throughout Asia. We are now looking to hire a **Project Co-ordinator**.

Responsibilities

- Direct report to the Project Manager(s) and Project Director(s);
- Working alongside Project Manager(s) and Systems Design Manager(s);
- Provide support in new business development activities and on-going projects;
- Co-ordinate and work with Project Manager(s) and Systems Design Manager(s) to understand the project design for hardware preparation and build;
- Attend co-ordination meetings, site visits and/ or mock ups with Project Managers and Systems Design Managers;
- Take notes/ photographs and preparation of meeting minutes, site reports and any other records;
- Assist in preparation of project deliverables such as schedules, reports, manuals including project specific templates;
- Obtain quotations and technical information from suppliers, including assisting in placing of orders;
- Assist in receiving and checking hardware;
- Assist in manually assembling and/ or testing project hardware;
- Assist with packing of equipment and labelling prior to shipment;
- Assist to arrange deliveries to project sites;
- Assist stock take and inventory of materials;
- Site supervision and co-ordination;
- Any other duties as assigned by the Project Manager(s) & Systems Design Manager(s);

Requirements

- Holder of a Degree or Higher Diploma in a technical discipline;
- Minimum four years co-ordination experience in construction related projects;
- Fluency in spoken and written English and Chinese is a must;
- Ability to read technical drawings is required;
- AutoCAD skills an advantage;
- Familiar with the lighting and/ or audio visual industries and products an advantage;
- Previous First Aid and / or Safety Supervisor training is an advantage;
- Proficient in MS Office applications;
- Ability to fulfil responsibilities independently, working within a teamwork environment;
- Ability to manage multiple tasks and priorities;
- Self-motivated, flexible personality, well-organised, attentive to details and strong sense of responsibility.

Industry: Entertainment/ Recreation
Engineering (Electrical/ Electronic/ Mechanical)
Architectural/Building/Construction

Job Function: Engineering – Engineering Project Management
Engineering – Electrical / Electronics
Engineering – General / Others
Building Construction – Others

Interested candidates please submit a cover letter and CV stating current and expected salaries to ptarmigan.recruitment@gmail.com. Incomplete applications will not be considered.

For further background on Ptarmigan please visit our website at www.PtarmiganIntegration.com.