



SENIOR PROJECT EXECUTIVE

You will join a fast-paced team responsible for the planning and managing the delivery of company critical projects.

As a Senior Project Executive, you shall primarily be responsible for the timely reporting and delivery of various projects. With increasing projects in the pipeline, you will be provided with varied opportunities to be part of the company's future direction

Responsibilities

- Overall project planning, track and follow up on the projects' progress and highlight any issues observed
- Provide direction and proactively coordinate work of project team members to ensure execution excellence
- Evaluate processes, anticipate requirements, uncover areas of improvements and develop viable solutions
- Perform requirements analysis
- Provide support on project implementation and roll-out
- Attend project meetings and preparation of presentations and schedules
- Perform any other duties as assigned

Requirement

- Degree in Engineering
- Min 3-5 years with relevant track record on previous projects in charge, Ideally with project engineering and/or facility development experience
- Preferably with PMP or Prince 2 certification
- Excellent communications and interpersonal skills
- Ability to work both independently and in a team
- Excellent documentation skills
- Competency in Word/Excel/Power Point/Project