

PROJECT DIRECTOR

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Company: First Mena

Location: Saudi Arabia

Category: other-general

PROJECT DIRECTOR A-Requirements / Qualifications•University degree in Civil Engineering•Computer literate. •Excellent oral and written communication skills. •Flexible and can work well under pressure•15 years relevant work experience. B-Purpose•To provide management and support to project to ensure project completion within time and budget constraints. •To assist in maintaining communication with Client/Consultants and identify potential business opportunities. C-Responsibilities•Supervise/manager Project Managers/Site Agents and monitor progress/productivity on site. •Monitor/coordinate the movement and allocation of Company resources to achieve maximum utilization and efficiency. •Ensure Company Management System, Quality and Safety system requirements are implemented and maintained to each contract. •Liaise with Consultants/Client on technical, contractual and commercial matters. •Assist Project Manager/Site Agent in preparation of contract resources schedule and compare with tender evaluation. •Advise Commercial Manager of subcontract requirements. •Monitor/control overtime. •Initiate Cost/Value comparison and maintain regular updates. •Review and approve material requisitions for Projects. •Identify and interview site construction staff for recruitment. •Identify potential commercial opportunities both on-site and off-site. •Manage/encourage site/office staff to achieve and maintain good morale and team spirit. •Coordinate with Project Managers to ensure that all Customer complaints are attended in time and necessary corrective/preventive actions are taken accordingly. D-Internal / External Communications•Daily with Project Managers, Client/Consultant's representatives. •Externally with Suppliers/Vendors and Government representatives. E-Special Requirements / Features•Ability to work with a multi-

ethnic work force.

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