



خدمت تيكنيكل دراج بروني
Royal Brunei Technical Services

Job Code	REC.2021/01:ES
Job Title	Project and Contract Team Lead
Department/Unit	Engineering Services

Responsibilities:

- Monitoring and reporting on project progress against the set timeframes and allocated resources.
- Manage and schedule work of subordinate staff in executing projects and company related activities in line with departmental KPI's. Motivate and coach team members to ensure quality and timely deliverables as agreed.
- Entertain queries from customers and clients on project related matters. Participate in meetings and presentations with prospective vendors as required.
- Prepare and conduct presentations to clients and management on project and company matters.

Requirements:

- Bachelor's Degree in Engineering, Science or Information Technology.
- Minimum five (5) years relevant experience.
- Excellent skills in Microsoft Office applications, especially Microsoft Excel.

Key Competence Required:

- Strong attention to details and good analytical skills.
- Hardworking, self-motivated and a team player with strong interpersonal and communication skills.
- Strong communication and presentation skills
- Strong reporting and documentation skills.