

Position: Construction and Decoration Manager

Location: Shanghai, China

Job Summary: Management of the site decoration: progress of decoration, material management, quality and safety.

Primary Duties:

- Responsible for the development of decorating construction plans
- Responsible for the management of the site decoration, including the progress of decoration, material management
- To coordinate the construction progress, quality and safety of the construction team. Execution of the total construction plan, including the fixtures installations.
- Supervision of construction teams according to the standard construction, to ensure safe production, civilized construction. Comprehensive and reasonable, effective implementation of the program, to maintain the safety and effectiveness of the construction site.
- Assist in the preparation of the design task book, audit and cross connection, the effect of the decoration cost control;
- Assist in project tracking, drawing review, material process identification

Education Requirements:

- Interior design and decoration related professional college degree or above, intermediate or above professional title

Qualifications:

- 5 years or above working experience in construction and decoration company, with experience in interior and exterior design and renovation project management
- Familiar with the national and local electrical and mechanical, fire professional construction, acceptance of the technology and characteristics
- Proficient in the renovation of construction technology and decoration materials, familiar with the tooling construction process, with rich experience in the construction and installation of the site management and flexible strain capacity, can independently complete the project management tasks
- Good organization and coordination skills, familiar with Auto CAD, Inventor, Adobe illustrator, Photoshop and other computer software
- AutoCAD, Inventor, Adobe illustrator, Photoshop
- Familiar with decorative materials and construction technology, to understand the application of various types of decoration materials market, cost-effective;
- Registered supervision engineer or architect is preferred.
- Strong capabilities in scheduling, budgeting, safety management, quality control and cost control.
- Leadership and human resources management skills
- Making Decisions and Solving Problems
- Resolving Conflicts and Negotiating with Others
- Documenting/Recording Information

