

Assistant Quantity Surveyor

Scope

- Generally reports to and assists the Quantity Surveyor for routine project duties
- Coordinate with project team members
- Establish bills of quantities
- Arrange and issue tender documents, query and addendum
- Prepare tender report and letter of award for contract signing off by client and contractor
- Exercise cost control and monitor the construction budget

Requirement

- Diploma or Higher Diploma in Quantity Surveying or any engineering discipline
- Minimum 2 years of related experience in quantity surveying
- Computer knowledge on MS Office
- Costing skill

Interested parties please send full resume including expected salary with contact number to: stdmrecruit@stdm.com.mo.

All data collected will be used for recruitment purposes only and only shortlisted candidates will be notified.

Assistant Project Manager (Term Contract - 24 months)

Scope

- Generally reports to and assists the Project Manager, Senior Project Manager and Department Chief
- Prepare and design scope of works or technical reports under the guidance
- Site supervision, attend meetings and liaise with other departments and users
- Monitor site progress on all aspects of the project

Requirement

- Construction field related Higher Certificate/Diploma or Bachelor degree holder in Architecture, Building, Civic Engineering or Project Management etc.
- Minimum 5 years of related experience in construction or fitting-out projects
- Computer knowledge on MS Office, MS Project, AutoCAD
- Construction/Site Management skill

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Site Foreman (Term Contract - 24 months)

Scope

- Coordinate with contractors and monitor site progress
- Attend site progress meeting
- Monitor and report work progress

Requirement

- Junior High School or above
- Minimum 10 years of related working experience
- Good communication and Good Judgement on quality of work

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法律事務專員 (中文範疇)

職務範圍

- 處理所有法律及相關的文件
- 草擬及審閱合同及法律文件
- 代表公司跟進法院案件
- 就公司業務及法律方面之事宜提供專業意見
- 協助上級處理日常事務

職務要求

- 法律專業學位或以上
- 具五年或以上相關工作經驗
- 熟悉澳門法例法規
- 具良好中葡文表達及書寫能力

申請者請將個人履歷，包括薪金要求及聯絡電話電郵至：

stdmrecruit@stdm.com.mo

所有收集到的資料只會用作招聘用途。

Secretariat General

Senior Officer

Scope

- Assist in the issue of Legal Affairs and provide legal opinion;
- Translate Portuguese documents, including minutes, agreements and lease contracts;
- Follow up court cases, providing background information, summaries and translation of court sentences.

Requirement

- Bachelor degree or above, Law degree is preferable;
- Minimum 3 years of related working experience;
- Good communication and presentation skill;
- Fluent in both spoken and written English, excellent command of Portuguese is required;
- Proficient in MS Office.

Officer

Scope

- Provide secretarial and administration support;
- Prepare letters, memorandums and reports;
- Handle contracts and minutes of subsidiary companies.

Requirement

- Bachelor degree is required;
- Minimum 1 year of related working experience;
- Good communication and presentation skill;
- Fluent in both spoken and written English and Chinese;
- Knowledge in MS Office.

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秘書

職務範圍

- 負責秘書工作，會議紀錄及一般文書處理

職務要求

- 大專程度或以上
- 具良好中英文書寫能力
- 具一年或以上相關工作經驗
- 熟悉 MS OFFICE 操作，懂 Access 優先考慮

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助理主任

職務範圍

- 協助處理辦公日常雜務
- 一般文書工作
- 文件入檔及更新
- 日常郵遞信件及銀行入數
- 外勤工作及一般文件運送

職務要求

- 中學程度或以上，具大學畢業優先考慮
- 具一年或以上相關工作經驗
- 熟悉租賃市場運作
- 具良好中英文溝通及寫作能力

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