

VACANCY

CCC Group is an internationally ranked general contractor providing a broad scope of construction, maintenance and fabrication services to various industrial markets throughout the U.S. and in select foreign regions like the Caribbean. We are dedicated to performing work to the highest standards coupled with striving to exceed our clients' expectations to deliver solutions based on our expertise backed by superior safety and quality principles. Through our regional office in Suriname we successfully carry out several construction projects for the local and regional market with the highest management, quality and safety standards. To strengthen our Project Executive Organization, we are currently looking for a suitable candidate for the following position:

Project Controls Coordinator

Typical duties

- Participate in determining client/owner schedule objectives for project.
- Perform tasks required to develop and maintain resource loaded schedules and budgets for a project. Includes collecting actual and quantities installed per schedules, assess progress data supplied by others, and visual inspection. Also includes coding timesheets, invoices, etc., collecting actual installed, monitor progress per cost account, etc.
- Provide supervision and technical direction to support staff of lower level professional, technical and clerical personnel. Includes developing plans and procedures for executing work and providing input on personnel performance.
- Assists in planning functions such as reviewing bid documents, creating a bid schedule with appropriate work breakdown structure (WBS), manpower resource planning, and attend project pre-planning meetings.
- Coordinate, supervise and review preparation of specialty schedules, input and progress reports, i.e., start-up schedule and milestones, construction manager's progress report, client's progress report, etc.
- Develop detailed engineering and construction schedules with construction management. May assemble data from variety of sources including A/E, client engineering, other contractors, and the like.
- Update project schedule with approved change orders.
- Support supervision through preparation and maintenance of budgets, forecasts, and schedules. May draft construction network diagrams for specific area. Includes identifying potential cost overruns, re-forecasting over-expended accounts, etc.
- Prepare, update and issue master budget (or primary estimate) from staff input for project, company, and client use.
- Coordinate estimating activities, action items, and liaison with A/E, home office estimating, and client engineering.
- Supervise preparation of various cost reports, i.e., percentage complete, productivity analysis, man-hour summaries, etc. for issuance to project management, client, and/or home office.
- Coordinate input/output of computer-generated reports with staff, data processing, accounting, and payroll personnel, as necessary.
- Supervise updating of construction forecast to reflect most accurate/current cost, estimate, and schedule information.
- Interface with other construction departments to provide cost/budget data for items such as subcontract change requests, bid comparisons, new work item estimates, and expenditure control.

- Attend meetings and site walks with other contractors, client, and site management to review and update project schedules and assist in resolving issues.
- Participate in project progress meetings.
- Interface with other construction departments to provide scheduling data for items such as sub contract change requests, bid comparisons, new work item estimates, and resolution of potential schedule/work problems.
- May provide supervision and/or on-the-job training to clerical and entry level professional personnel assigned to area of responsibility.
- May also manage subcontractor and/or client schedules, as requested, and integrate them into the Company master schedule.
- Archive project schedule on close out.
- Responsible for timeliness and accuracy of reports for a small/medium project.
- Perform additional assignments per supervisor's and/or Project Management's direction.

Desirable Knowledge, Skills, and Competencies:

- Be familiar with the PMI and PMBOK methodology for Project Management;
- Be familiar with statistical analysis;
- Experience in Project Controls and Earned Value Methodology;
- Experience in Primavera P6 (Optional);
- Experience in MS Project (Optional);
- Advance knowledge of MS Excel;
- Develop projection forecasts and discuss the prognosis with the Project Managers and Contractors;
- Conduct closure evaluations of projects;
- Responsible for the design and implementation of the entire financial and project administration;
- Prepare monthly performance reports.

Required Competence Level:

- University degree in Engineering is preferable
- Financial knowledge is appreciate;
- Good operational and analytical skills;
- Independent, good communication skills and social skills;
- Fluent in Dutch and English language both orally and in writing;
- 1 to 3 years' experience in project administration;
- Available for business trips and temporary relocations.

Company Benefits:

- Attractive salary and benefits compatible to the local market;
- Opportunity to career growth and development.

Send your cover letter to: CCCHRSuriname@cccgroupinc.com or to P.O. Box 1243 Paramaribo, Suriname.
Call for info to: (+597) 323400 ext. 2857