

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 ENGINEER

Typical duties

Document Control – Ensure timely and accurate management of all project documentation:

- RFIs/CWO: Prepare and submit requests for information to the design team and distribute all responses to the appropriate parties
- Submittals: Create and manage the submittal log for the project. Obtain required submittals from subcontractors, review for compliance with the specifications, and submit to the design team for review of software systems.
- Field Reporting – Ensure field activities are tracked and reported to related parties.
- Punch List: Upload and distribute the punch list to Superintendents. Assist with coordinating work completion as required and maintain an accurate log of items to be completed.
- Observations and Field Reports: work with project team to conduct field walks as necessary and compile any corresponding documentation accordingly. Review Design Team field reports and work with required parties to resolve open items and drive resolution.
- Safety: perform regular safety walks with field and safety staff and record observations
- Photos: track project progress with photos of the job site on a regular basis. Photos shall be tagged and uploaded to software systems.

Project Meetings:

- Generate and update agendas for the various project meetings with input from the project team.
- Track project meeting commitments and action items and distribute minutes to project stakeholders in a timely manner.
- Reporting: report on, at a minimum, submittals, RFI's, and critical project issues.
- Coordination and support pre-job and subcontractor safety and quality meetings.

Knowledge, Skills, and Competencies:

- Be familiar with the PMI and PMBOK methodology for Project Management
- Experience in Primavera P6 (Optional)
- Experience in MS Project (Optional)
- Advanced 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 implementation of the entire financial and project administration
- Prepare monthly performance reports

CORPORATE HEADQUARTERS

5797 Dietrich Road
San Antonio, TX 78219
PO Box 200350 | Zip 78220
210-661-4251 | cccgroupinc.com

CCC GROUP SURINAME

Weg Naar Afobaka No 23-27
Para, Suriname
PO Box 1243
Paramaribo, Suriname
+597-323400

Qualifications and other requirements:

- University degree in Engineering or equivalent is preferable
- Financial knowledge is appreciated
- Good operational and analytical skills
- Independent, good communication skills, and social skills
- Fluent in Dutch and English, with strong oral and written communication skills
- 1 to 3 years' experience in project administration
- Available for temporary relocations

Company Benefits:

- Attractive salary and benefits compatible with the local market
- Opportunity for 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