

Department • Construction

Position • Administration Manager

- Depends on: Site Manager

Qualification I • BA in Business Administration.

- Further training in Accounting and Administration.

Experience – Industry • Oil and Gas industry – minimum 8 years

(or experience in similar industry)

- 5 years of EPC industrial construction experience required

Experience - Speciality • International Site Administration.

- Work Orders and Client liaison.
- Ability in handling local Contractors for Petrochemical Plants and Refineries.
- Excellent communication skills, experience in the responsibility of interfacing with the client.
- Supervision of accounting activities
- Control of purchases and expenses, contracts/subcontracts, invoices and bids.
- Collaboration in the cost control.
- Negotiations with local Subcontractors.
- Excellent communication and leadership skills as well as customer oriented.
- Effective interdisciplinary coordination.
- Negotiation Skills.

Required Skills /

Specific Activities

- Possess a broad understanding of each construction discipline.
- Effective leadership skills.
- Effective communication skills both verbally and in writing with superiors, colleagues, and individuals inside and outside the Company.
- Effective analytical and problem-solving skill

Languages • English written and spoken is a must; Spanish and Chinese is an asset

IT Skills • Effective computer skills; Microsoft Office Software, Lotus Notes, and other Company and discipline specific software applications.

Location • China. Zhuhai

Start Date • Asap

Duration • 2.5 years

Salary • Negotiable

Conditions • Transport, accommodation, lunch, flights, cost of the visas, International Medical Insurance covered by the company

Interested parties, please send your cv to: ast@web-spain-china.com