

Title:**Project Management**

Company: BDP shanghai

Industry: Architectural Design

Location: Shanghai, China

Report to: Shanghai Studio Leader

Working language: English

Salary: Subjected to experience and ability.

The Role:

1. You will required to establish a project management service for the studio including drafting contracts to clients, CD,DD,EPD stage schedules' fee and invoices follow-up, quality control and procedure coordination, disputes and arbitration preparation if have and claims updates.
2. This role will be involved close collaboration with financial manager too for financial reports internally.
3. Be responsible for help project leader to coordinate everything to make the design task completed including maintenance good relationship with client, improve and coordinate every deadline and feedback.
4. Manage all project documents.

REQUIREMENTS:

1. Educational /Training:

Bachelor degree or above, College/University graduate in relevant architectural and business majors.

Good Chinese and English communication skills, both in oral and written

2. Working Experiences:

Having relevant working experience in architectural design field especially in WFOE is a plus.

3. Ability

- Excellent planning and organizing skill
- Strong self-learning and problem solving ability
- A positive team worker
- Strong sense of responsibilities
- Good interpersonal skills

4. Excellent computer skills, Microsoft Office request.

5. Familiar with architectural and project management rules and laws is a plus.

Interested applicants should email a covering letter along with a current CV in both Chinese and English to HRChina@bdp.com

A full job description will be provided upon application.