



# PRODESIGN

SUSTAINABILITY & MEP ENGINEERS

Your first choice engineering partner

## Join us as a PROJECT SITE COORDINATOR

Are you an adept MEP professional looking to make an impact on construction projects? We invite you to join our team at Prodesign as a Project Site Coordinator. Your role will be crucial in ensuring the smooth execution of MEP installation, adhering to design specifications and safety standards.

### ROLE

As a Project Site Coordinator, you will play a pivotal role in overseeing MEP contract administration, perform quality control, coordination, safety compliance, financial oversight, commissioning, and post-construction support.

### PROFILE

- Minimum "Brevet de Technicien" or Diplôme universitaire supérieur de technologie or equivalent
- Familiarity with MEP systems, construction processes, and industry standards.
- Good communication and interpersonal skills, enabling effective collaboration with project stakeholders.
- Detail-oriented with a keen eye for quality control and compliance with design specifications.
- Commitment to safety protocols and standards specific to MEP systems.
- A proactive approach to problem-solving and a team player mindset.
- Previous experience in MEP construction administration and coordination is highly advantageous.

### DUTIES

- Technical Leadership: Lead the application of MEP, LEED, BIM design principles in projects. Conduct complex calculations and create advanced models.
- Design Direction and Review: Take charge of project drafts and designs, ensuring adherence to client specifications, regulations, and standards. Facilitate design collaboration and alignment across the project team

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- **Data Management and Strategic Application:** Lead tasks related to data collection, analysis, and interpretation. Utilize data findings to inform strategic decisions and enhance project performance.
- **Project Documentation Oversight:** Oversee all project documentation including plans, schedules, and technical specifications. Implement best practices to ensure document accuracy, completeness, and compliance.
- **Quality Assurance Leadership:** Conduct and manage quality checks on designs and models, ensuring adherence to standards. Develop and enforce quality control protocols and corrective actions.
- **Project Management and Coordination:** Manage all phases of project life cycles including initiation, planning, execution, monitoring, and closure. Coordinate with internal teams and external stakeholders to ensure timely and successful project delivery.
- **Site Supervision and Client Meetings:** Regularly attend site visits and meetings to oversee design implementation. Make key on-site decisions and ensure alignment with client expectations and project goals.
- **Client Relationship Management:** Lead client communications, providing regular updates and professionally handling inquiries. Foster long-term client relationships, ensuring satisfaction and repeat business.
- **Contract Administration Leadership:** Manage contract administration, including tracking progress and compliance. Handle contract-related issues, ensuring resolutions that align with company interests.
- **Testing and Commissioning Leadership:** Oversee the testing and commissioning processes at the site. Ensure all systems function as designed and address any issues promptly.
- **Team Mentoring:** Guide, mentor, and supervise junior engineers and trainees. Foster a learning environment and support the professional growth of the team.

Interested candidates are requested to send their CV and **copies of all certificates** on [admin@prodesign.mu](mailto:admin@prodesign.mu) by latest **15 October 2023**.

Candidates are requested to highlight their experience in relation to the duties to be performed in our company.

- The company reserves the right to call only the best qualified candidates for the selection exercises.
- The company also reserves the right not to proceed with the vacancies.