

## Intern for Quantity Surveyor

### Key Responsibilities:

- Assist in all relevant documentation in Contract Department.
- Assist in preparing quotations and tenders.
- Assist to monitor all variation orders are well recorded and claimed.
- Assist to verify, the cost-control of all suppliers, sub-contractor, workers and etc.
- Assist to ensure every progress claim, certification, invoice to clients is issued on a timely basis.
- Calculate needs for construction supplies.

### Qualifications:

- Diploma / Degree in Quantity Surveying.
- Basic accounting knowledge.
- Meticulous, attention to detail and a team player.
- Good communication skills.
- Familiar with Microsoft Excel and Word.

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