

Project Assistant

PHNOM PENH
JOB DESCRIPTION

April 2024

We are ULS.
Nice to meet you.

ULS

ULS

Urban Living Solutions (ULS) is a growing real estate and lifestyle development company based in Phnom Penh, Cambodia. We target community-focused projects for the Cambodian middle class. ULS currently has 4 active, large mixed-use development projects in construction, 2 complete and 1 in planning.



Vision

Build community-focused solutions for the Cambodian emerging middle class.

Values

Community

Communities are formed on a foundation of trust, and we believe the built environment can facilitate the introductions, conversations, and daily interactions that connect people and help form deep relationships. Close communities build great cities and a stronger nation – this is ambitious, but that is what we want to do.

Accessibility

We are developing solutions for the bottom 90 percent of the population. Sure, there is more money to be made in the luxury market, but that is not us. We focus on using good design to create affordable solutions within the budget of the Kingdom's emerging middle class.

Transparency

We do not want to promise the world and fail to deliver. We believe in learning from our experiences – what works and what does not. We will share this with clients and we will be honest about feasibility and areas to improve.



About You

You are a highly organized self-starter who can work independently and not afraid to take ownership of tasks assigned to you. You are resourceful, have great ability to multi-task and have a reputation of being meticulous with exceptional level of attention to detail and accuracy. With at least 2 years of work experience, you are looking to hone your skills in project management and gain exposure to an expansive spectrum of real estate business with a focus on design and community.



Job Description

Project Assistant

ULS is seeking a Project Assistant to support Project Managers on 1-2 real estate projects from concept through to handover phase to ensure projects are delivered on time and within budget. This position requires both technical and soft skills with the ability to work independently.

DESIGN & CONSTRUCTION MANAGEMENT

~70% of total work

Specifically, this position will focus in the following areas, in order of priority:

- Develop draft Request for Proposals (RFP's) for architectural, structural, MEP, and other consulting services for review and approval by Project Manager;
- Support Project Manager to confirm architectural, structural, and MEP design consultants deliver projects according to ULS' design intent;
- Review construction drawings, project specifications, 3D animations, and BIM models during the design, tender, and construction project phases;
- Create Power Point presentations, develop meeting agendas, attend design meetings, write meeting minutes, and prepare reports for internal and external use;
- Support Project Manager and third-party Quantity Surveyors as necessary during tender for construction works;
- Perform site visits to active construction sites, author site visit reports, and carry out various construction administration services via software applications such as Procore (if you're not familiar with Procore, don't worry, we will teach you);
- Coordinate with Project Manager, third-party inspectors, and contractors to resolve field issues during construction;
- Confirm punchlist items in coordination with Project Manager and third- party inspectors during project handovers;
- Coordinate with third-party rendering consultants and internal Marketing and Communications team on project marketing material.
- Coordinate with Project Manager and internal Finance department as necessary to monitor project progress and budgets;
- Manage internal expense reports and reimbursements on behalf of your project team;
- Review contractor claims for payment in coordination with Project Manager and internal Finance department;

FINANCIAL OVERSIGHT & SALES

~20% of total work

LEGAL

~10% of total work

Education & Experience

This position is open to Cambodian nationals.

- Support Project Manager and internal Sales team as necessary when securing tenants for commercial and retail spaces;
- Provide internal Sales teams with project data and construction updates for marketing material and correspondence with existing customers.
- Assist Project Manager to ensure consultants and contractors execute their deliverables in accordance with their agreed contracts;
- Provide internal Sales team and third-party legal consultants with specific project information pertaining to sales purchase agreements;
- Support Project Manager and third-party legal consultants as necessary when securing relevant permits and licenses for real estate development.
- Bachelor's Degree in Construction Management, Project Management, Civil Engineering, or Real Estate Development or similar;
- “Can do” attitude, willing to spend time researching and learning independently when new tasks come up. Must be a self-starter.
- Civil engineering background
- 2+ years of experience in construction projects;
- Strong organizational and time management skills, with an attention to detail;
- Advanced Microsoft Project and Microsoft Office skills;
- Excellent written and verbal communication skills and well-developed presentation skills;
- Must be able to work in a fast-paced environment that is still in its formative period.
- **Languages:** Fluent in English.

Other Details

Working hours: 40-45 hours per week with work outside of office hours required on occasions.

Location: Phnom Penh, Cambodia with occasional travel to Siem Reap.

Reports to: This position reports to their assigned Project Manager.

Compensation: ULS is offering a competitive base salary commensurate with experience.

Benefits: This position comes with international medical coverage and unlimited holiday leave.

Application

Please email your CV and cover letter sharing your experiences to **jobs@urbanlivingsolutions.com**

Please use the subject line: **“I’m the Project Assistant you’ve been looking for”**

Only shortlisted candidates will be contacted for interview.

Thank you.