

JOB OFFER

PROJECT MANAGER

AREP is the largest French design consultancy practice, specialized in resilient city planning, low-carbon architecture and ecological design. Over the last twenty years, we have completed more than eight hundred projects worldwide, in Europe, North Africa, China, Middle East and South-East Asia.

With a team of 1000+ collaborators, we invent creative and durable solutions using advanced digital tools in BIM (Building Information Modelling) and CIM (City Information Modelling). We offer a wide variety of skills both upstream and downstream of the project, including architects, urban planners, engineers and designers.

AREP Vietnam started in 2005 and quickly earned its reputation through many important architectural and planning projects across the country. These various experiences offered AREP Vietnam the opportunities to develop a dynamic and experienced team of more than 20 experts, including architects, urban planners and landscapers.

We are committed to delivering ecologically responsible urban projects and design for a sustainable future. Our projects demonstrate our commitment to delivering sustainable design capable of meeting environmental challenges. We ensure our projects rightfully answer climate emergency and will not participate to global warming, resource depletion, fall of biodiversity and will limit their energy use as well as mitigate their GHG emissions. As part of our design process, all our projects go through our EMC2B prism, a framework able to measure how much our projects perform answering challenges on Energy - Material - Carbon - Climate - Biodiversity.

JOB DESCRIPTION

The Project Manager will pilot the design and implementation of one or more architectural and urban projects while being responsible for the quality, cost, and schedule of each project.

He / she manages the project team and coordinates its activity (economic and financial management of projects, reporting). He / she is responsible for the client relation and satisfaction.

TASKS

Operational tasks

Provide professional skills as urban planner/ Architect for the Company and in this respect he/she shall be involved in the production and realization of Architecture and urban planning projects as requested and instructed by the Company.

Be responsible for the quality of the projects and the renderings

Represent AREP to the client and authorities, Ensure professional presentation of the projects

Collaborate and support international experts – provide translation (oral / written) when necessary

Management tasks

Manage different projects at the same time, including to meet budget and schedule deadlines.

Monitor and follow up the payment with the business unit

Manage the team and share project and clear planning with the rest of the team

Contribute actively to the development of AREP Vietnam

Ensure accurate and timely efforts while reporting to higher Management

REQUIREMENTS

Diplomas

Master's degree in architecture with a major in urban planning
Degree obtained overseas is a plus
Urban Planning Certificate grade 1

Experience

Minimum 10 years of work experience in architecture and urban planning
Experience of project management, team management
Experience of working with foreign experts
Experience of working in an international company

Skills

Rigorous, autonomous, and organized, efficient
Good presentation, oral and written fluency
Collaborative team spirit
Capacity to train and manage a team
Capacity to work in an intercultural environment
Strong understanding of corporate rules, ethics charter and anti-corruption policy

Software

Autocad, Revit, GIS, Adobe suite, Sketchup
Office suite

Languages

Vietnamese proficiency oral and written
Good Professional knowledge of oral and written English is compulsory
French is a plus.

WORK LOCATION

Based in Hanoi, Vietnam
Occasional business trips in Vietnam and overseas

BENEFITS

Competitive monthly salary based on actual experience
100% salary at probation time of 2 (two) months
Lunch allowance (at office)
Telephone allowance
Medical and social insurance
Bao Viet insurance
Annual health checkup
15 annual leave days
13th monthly salary

CONTACT

Ms Bui Thi Hong Hue, Head of Human Resources Dept
Telephone: +84 24 37 28 23 67
Email: Hue.bui@arep.fr