

## **Deputy MEP Manager**

Location: Ho Chi Minh City, Vietnam

### **How to Apply**

Submit your application in **English** to join our team via email:  
contact@hrconcy.vn

### **The Role: Deputy MEP Manager**

The **Deputy MEP Manager** will assist the MEP Manager in managing the design and coordination of Mechanical, Electrical, and Plumbing (MEP) systems for Company's projects. This role ensures compliance with technical specifications, project requirements, and international & local standards while supporting collaboration with clients, other consultants, and internal teams.

### **Key Responsibilities**

#### **1. Technical & Design Support**

- Assist in reviewing MEP designs and technical evaluations, ensuring adherence to project specifications;
- Provide specialized input on all related MEP components (electrical, HVAC, plumbing, fire protection, ELV systems);
- Support resolution of technical issues to maintain design integrity and performance.

#### **2. Coordination & Stakeholder Management**

- Collaborate with consultants, contractors, and internal teams for smooth project execution;
- Participate in design meetings and provide updates on MEP progress;
- Ensure integration of MEP systems with Architectural and Structural elements.

#### **3. Quality Assurance & Compliance**

- Monitor MEP design deliverables for compliance with codes and regulations;

- Assist in implementing corrective actions for quality improvements.

#### 4. Documentation & Reporting

- Review MEP shop drawings, material submittals, and technical documents;
- Maintain accurate records, including project specifications, reports, and as-built documentation;
- Assist in providing regular progress reports and technical recommendations to Senior Management.

### Key Requirements

#### Minimum Education/Qualifications

- Bachelor's or Master's degree in Electrical (preferred), Mechanical, or a related Engineering field;
- Professional registration in MEP Engineering is a **MUST**.

#### Minimum Years/Type of Experience

- Minimum **15 years of proven experience** in MEP Engineering design, with at least **5 years** in management roles;
- Proven track record of managing large-scale commercial, residential, or industrial projects;
- Experience working with consultants, contractors, and developers.

#### Language Proficiency

- **English:** Native / Bilingual;
- **Additional languages:** Fluency in other languages is an advantage.

#### Technical Competencies

- Strong knowledge of MEP systems, codes, and international standards (ASHRAE, NFPA, IEC, BS, etc.);
- Proficiency in MEP software such as AutoCAD, Revit MEP, HAP, ETAP, and similar tools;
- Familiarity with green building standards and sustainable MEP practices.

#### Functional Competencies

- Strong coordination and communication skills;
- Ability to work collaboratively and support leadership;
- Problem-solving and attention to details;
- Good flexibility and agility.

#### Working Environment

- Office-based in HCMC, Vietnam with frequent site visits;
- May require travel depending on project location;
- Fast-paced environment requiring multitasking and adaptability.