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JOB TITLE/ *Chức danh*: **SENIOR QS EXECUTIVE (MEP)**	**Division/** *Khối:*
This Position Reports to *Báo cáo cho:* • CEO	**Positions Reporting to this Position** *Nhận báo cáo từ:* QS Manager / Head of QS / Project Development Director

Summary of Duties/ *Tóm tắt nhiệm vụ*

Reporting to the QS Manager / Head of QS, the **Senior QS Executive (MEP)** is responsible for managing all cost control, measurement, procurement, and commercial administration activities specifically for Mechanical, Electrical, Plumbing, Firefighting, and Extra-Low Voltage (MEP/ELV) packages across all project stages. The key objective is to optimize MEP project costs and maximize value for money while upholding quality, safety, and technical standards

General Scope/ *Phạm vi trách nhiệm*

Involved in projects from pre-contract to final settlement, focusing on preparing detailed MEP cost estimates, reviewing Bills of Quantities (BOQs), evaluating tender submissions, managing variations, and verifying payment certifications for MEP works.

Job Descriptions/ *Mô tả công việc*

Pre-Contract & Procurement Stage:

- Prepare and review MEP budget estimates, cost plans, and value engineering proposals during the design and feasibility stages.
- Measure, verify, and audit detailed MEP quantities (BOQ) against engineering drawings and technical specifications.
- Prepare, review, and assemble MEP tender documentation, conditions of contract, and pricing schedules.
- Perform detailed commercial and technical bid evaluations for MEP contracts, conduct rate analysis, and assist in tender negotiations with contractors/subcontractors.

Post-Contract & Cost Control Stage:

- Monitor and track MEP project expenditures against approved budgets, identifying potential cost overruns early and proposing mitigation plans.
- Review, verify, and recommend monthly interim payment applications and variation claims (VOs) submitted by MEP contractors or out-sourced QS consultants.
- Conduct site inspections to verify completed MEP physical progress against payment claims.
- Evaluate, negotiate, and settle MEP variation orders, extension of time (EOT) claims, and contract disputes.
- Prepare monthly MEP cost status reports, cash flow forecasts, and final account estimations.

Settlement & Administration:

- Perform cost analysis, final measurement, and account negotiations for project close-out and final settlement with MEP contractors.
- Assist in establishing and updating internal MEP cost databases, unit rate benchmarks, and contract templates.
- Coordinate closely with in-house MEP Design Engineers, Project Managers, and external consultants/contractors to ensure alignment on commercial and technical aspects.
- Perform other duties assigned by the line manager

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Essential Qualifications/ *Trình độ chuyên môn*	**Essential Attributes (Knowledge/skills requirements)/** *Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu)*
• Bachelor's Degree in MEP / Electrical / Mechanical / Building Services Engineering, Quantity Surveying, or a related field. • Minimum 5–7 years of relevant experience as a MEP Quantity Surveyor • Proven track record in high-rise residential, luxury hospitality, commercial, or mixed-use developments with real estate developers, main contractors, or QS consulting firms.	➢ Job competencies: • Advanced MS Office, AutoCAD, and specialized QS measurement software • Good command in English ➢ Other needed skills: • Strong technical background in MEP systems (HVAC, Electrical, Plumbing, Fire Protection, ELV) and cost estimation. • Excellent numeracy, analytical, and problem-solving skills. • Strong contract management, rate negotiation, and commercial risk identification skills. • Ability to work under high pressure and manage multiple project deadlines. • Strong communication and team-working capabilities

Approval/ *Phê duyệt*

Accepted by/*Chấp nhận*

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Date/*Ngày:*

BENEFIT/ *Lương, thưởng, đãi ngộ*: • Salary: Competitive and negotiable salary based on interview performance and relevant experience	**WORK PLACE/** *Địa điểm làm việc:* • HCMC, Vietnam
Level • Senior	**Industry/** *Ngành nghề*: • Real Estate Development
Team size •	**Language/** *Ngôn ngữ*: • English
Ghi chú cho người giới thiệu (quan trọng)	