**Employer: KCN VIETNAM**

**Title of Internship: QS Intern**

**Division: Projects team**

**Location: Level 10, 117 Nguyen Cuu Van, W.17, Binh Thanh Dist., Ho Chi Minh City, Vietnam.**

**Full Time, Summer 2022**

**Stipend**

**Description**

KCN Vietnam is a leading industrial real estate developer, providing ready-built factories and warehouses for investors looking for industrial properties. We have projects across the north and south of Vietnam, with over 250 HA of land in our landbank. Currently, we are rapidly expanding our team and we are looking for dynamic young interns to join us!

**Responsibilities**

1. Support of quantity take off for Project teams such as work-done %, variation, CFA, GFA….

2. Assists in the preparation of Bidding Documents: letting schedule, project information, ...

3. Assists in the preparation of QS procedures: Variation, QS Document Records and Monitoring

4. Assists in the preparation of QS formats: bidding, contract, payment, variation.

5. Support of QS meeting arrangement and record meeting minutes.

6. Support of collection of construction quotations: labor / material unit rate

7. Assists in the preparation of QS weekly / monthly report (Preferably Power Point Skill).

8. Other supporting jobs arranged by Contract Directors.

**Qualifications:**

Pursuing a university degree in Construction Economic.

An interest in Construction Cost & Contract.

Good oral, written, and communication/presentation skills

Preferably bilingual Vietnamese and English.