

CONFIDENTIAL



Position: CSA (Civil, Structural, Architectural) Internship

Supporting the CSA (Civil, Structural, Architectural) aka Architectural elements of the project(s).
Supporting CSA Design & Construction. General scope of the works include but not limited to:

- Managing design consultants including peer reviewers
- Tracking of design issues
- Coordinating all technical information.
- Review and approve design documents.
- Liaising with all key stakeholders including Client, General Contractor, Commissioning Agent, 3rd Party Inspectors, Design Team members etc.
- Chair CSA design coordination meetings.
- Attending progress meetings and design team meetings.
- Preparing and monitoring of technical specifications
- Appointing and managing internal and external consultants.
- Review and manage coordination in 3D models
- Lead the effort to ensure timely resolution of design and construction issues
- Lead discussion with local authorities such as related Building/Planning Authorities etc.
- Managing the CSA construction installation to ensure compliance with design, schedule and cost
- Review and assist in developing budget estimate
- Develop and update project schedule (design and construction)
- Develop and track long lead materials/equipment procurement schedule
- Develop bid documents for GC, inspectors
- Evaluate and validate bids
- Change order review and approval
- Design QA/QC
- Construction QA/QC
- Progress payments review and approval
- Project risk identification and establish risk mitigation procedures
- Review and enforce safety program

Relevant work experience and skill:

Language: Fluent English and Korean

Program skills: Skillful in MS-Office, MS-Project, Autocad, Naviswork but not mandatory

Data Center experience preferred but not mandatory