

The German School Shanghai (Deutsche Schule Shanghai, DSS) is one of the largest overseas German schools. On two campuses in Shanghai, the DSS offers excellent German education for more than 1.200 children.

**To support our team as soon as possible
we are looking for a**

Project Supervisor (m,f,d)

Responsibilities include but not limited to:

- Supports and assists the Director of Construction with major building projects, including new construction and important rectifications works, record keeping of asset inventory and documentation of usage, procurement, tender reviews, global project archiving and performs additional analysis as required.
- Support on holiday maintenance projects
- Evaluates facility and maintenance defects
- Reviews new building works proposals and rectifications
- Analyses technical proposals including drawings and specifications and advises leadership on quality of proposals
- Provides ad hoc technical solutions to building issues if possible and appropriate
- Reviews and supports the implementation of major new works and repairs with the relevant parties
- Monitors on a day-to-day basis works on site with facility service provider and other third parties. Coordinates with
- Supports Director of Construction in miscellaneous administrative tasks

Your Profile:

- Bachelor's degree in mechanical, electrical, or civil engineering for buildings or facilities
- 3-5 years of experience in building engineering, maintenance and project management functions
- Experience of international school is a plus
- Native Chinese speaking
- Good communication skills
- Fluent written and oral English
- AutoCAD is required

**Please use our online application portal for your
application:**

www.ds-shanghai.de/bewerbung

Deadline: **October 31, 2022**

