



Job Description:

Department	Workshare MEPF
Position	MEPF Engineer (International Projects)
Work Location	Ha Noi
Direct Manager	Team Manager

Boydens Vietnam part of Sweco (Sweco Vietnam) is a branch of, and 100% FDI owned by Sweco Belgium, a member of Sweco Group, Europe’s leading engineering & architectural consultancy company.

For Industry, Energy and Infrastructure projects, please visit our website at www.swecogroup.com

For Building sector and local projects, please visit our website at www.boydensvn.com

At Sweco Vietnam, we are passionate about transforming society and shaping the future. By collaborating with our clients and leveraging the collective knowledge of our team of over 20,000 motivated engineers and specialists, we co-create innovative solutions that address urbanization, harness the potential of digitalization, and foster sustainability in our societies. If you are eager to be part of this transformative journey, Sweco Vietnam is the ideal employer for you.

1. Duties and Responsibilities:

- Work with the dedicated team **on international (mostly European) projects** in an efficient and time-conscious manner on BIM modeling, preparing the production of drawings, schedules, specification notes, etc. primarily in REVIT
- Collaborate with team members to launch projects.
- Understand project requirements and concepts to complete the assigned tasks as quality and schedule requirement (Under the support/guidance of assigned senior engineers)
- Ensuring that the assigned tasks are designed in accordance with local codes and international standards (under the support/guidance of assigned senior engineers / leading engineer)
- Ensure that all drawings are reviewed and checked before submitting to senior engineers or contact window prior to external issued
- Maintain high quality of drawings (ensure that all drawings are reviewed and checked before submitting to senior engineers or contact window prior to external issued)

- Translating functional requirements into technical design (plans, bill of materials, calculation tables)
- Under the guidance/ training of assigned senior engineers, working on 3D designing software.
- Coordinate with other designers during design process for clashing control.
- Additional duties as in Annex 1 (contact-window) in case of responsibility for CW of the assigned projects.
- Other duties upon request

2. Requirements

- Bachelor degree in HVAC/ Electrical/ Plumbing or relevant field
- Have knowledge of REVIT & BIM
- Basic knowledge of Microsoft Office including words, excel.
- Basic knowledge of HVAC/ Electrical/ Plumbing & Fire Fighting field
- Good knowledge in 3D modeling, drawings documenting
- Hardworking, eager to learn and attention to details
- Good communication in English and French

ANNEX: ROLE & RESPONSIBILITY _ CONTACT-WINDOW BELGIUM PROJECTS

- Attend project kick-off meeting with TLs/BE team.
- Communicate with BE designers/BE PLs via email/ webex meeting... to collect all necessary input information for projects.
- Check projects' input information, clarify questions with BE designers/ BE PL.
- Arrange/ record input information into project folders in server.
- Explain project design requirement/ input information to VN designers in the team, support VN designers during whole design period of the project.
- Check all drawings/ BOQ/ documents before submitting to BE.
- Perform clashes-control and send the report to VN designers to revise.
- Lead the coordination process with other design discipline.
- Monitor progress and performance of members in assigned projects.
- Follow up spent time and progress of the project. Report abnormalities proactive.
- Accountable for quality of output drawings/ documents.

3. We offer

- Opportunity to work on forward thinking projects/overseas projects using the most advanced tools and international standards
- International working environment and European management style
- Competitive salary according to personal experience and ability
- Training opportunities to develop your career
- 15 days annual leave, 12 days sick leave, 15-20 days child sick leave
- International private hospitalization insurance with annual health check at Vinmec (VIP package)
- 5 working days per week (Mon to Fri) with flexible starting time (7AM-9AM).

4. Starting date: ASAP

Interested candidates should send their detailed CVs in English to trinhtn@boydensvn.com -
Phone/Zalo 0938 308 550

All applications will be kept strictly confidential and only those who are under consideration will be contacted.