

**COMIN ASIA PTE. LTD** has been established in Singapore since 1991 with French Capital. Present in Vietnam since 1992 operating thru its two representative offices in Hanoi and Hochiminh City, COMIN ASIA enjoys and expertise recognized in both local and regional infrastructure markets. The Comin Asia Group is active in Mekong sub-region: Vietnam, Cambodia, Laos, Thailand and Myanmar.

COMIN ASIA's business fields include:

- Power projects: power utilities (national, regional, local), power plants, dispatching centers..
- Power projects: Testing centre, power construction & transmission companies, power utilities, power plants...
- Industrial products: Cement plants, coal mine, paper plants, water utilities...

**COMIN VIETNAM LTD**, a Comin Asia owned Vietnamese registered Company, has been established since 1998 with its head office in Hanoi and two branches in Hochiminh City and Danang.

COMIN VIETNAM's engineering activities covers:

- Mechanical & electrical contracting: Industrial & tertiary sectors, pharmaceutical plants, garment factories, breweries, airport terminals, hospitals, shopping malls, office buildings, apartments, hotels...
- Mechanical and electrical maintenance and services: hotels & resorts, serviced apartments, embassies, office building, power plants...

The activities of Comin Asia and Comin Vietnam are complementary and enable us to offer a global performance from the initial planning of a project to its implementation and commissioning.

# HVAC Engineer

**Quantity: 01**

**Hanoi, Vietnam**

## A. JOB DESCRIPTIONS

- **Project Management**

- Liaison with known suppliers, or research of new suppliers (by respecting exclusivity agreement or strategic relationships COMIN VIETNAM. Ltd. may have), including participation in suppliers missions in Vietnam
- Preparation of tenders or quotations (including forecast of necessary bid bonds when required).
- Discussion with Project manager and or Department manager on costing and price level on a project by project basis
- Submission of tenders or quotations.
- Participation in the negotiation of the contract with customer.
- Prepare budget and planning of the projects

- Contract implementation and follow up (including preparation of contract, negotiation with suppliers, purchasing, follow-up of manufacturing/shipping, shipping documents, negotiation of L/C if any, invoicing, payments to suppliers and from customers, after-sales, ...).
- Respecting the contractual obligations of the parties.
- Protect the interest of COMIN VIETNAM. Ltd. especially in terms of margin level, payment and image.
- **Reporting**
  - Provide the necessary reports to the Project Manager to allow the management to follow the assessment of activity level, monitor the progress of project implementations, the achievement of objectives, the appreciation of financial situation and for accounting purpose. These reports shall consist of:
    - o Project Budget
    - o Cash flow forecasts (weekly).
    - o Guarantee forecasts (weekly).
    - o Requests for payments (at the time of payments).
    - o Order Registration Forms
    - o Copy of all the purchase orders (originals in case of COMIN VIETNAM Ltd.), invoices to customers, invoices from suppliers (originals) and other accounting documents (at the time of reception).
- **General/ Others**
  - May occasionally travels to Vietnamese provinces and foreign countries.
  - Perform other tasks required by Project Manager.

## B. REQUIREMENTS

- Male, 25 ~ 35 years old
- Bachelor of Engineering
- Graduating in HVAC field is preferable.
- Good command of computer skills
- Good command of English
- At least 3-5 year experience in HVAC field
- Active, enthusiastic, autonomous.

## C. BENEFITS

- Competitive Salary
- Insurance under the regulations of Vietnam Labor Law, besides employees are contributed other insurances according to company's welfare programs.
- ...

Interested candidates should submit their latest resumes to [hr.hn@cominasia.com](mailto:hr.hn@cominasia.com) before **15 Dec 2011** (first come first serve). Only shortlisted candidates will be contacted for interview.

**Human Resource Department**

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