

Recruitment Post Information Sheet

Employer Information

Company Name (in English)*	Forida Limited
Company Name (in Chinese)	
Business Nature (E&M, Housing etc.)	
Industry (e.g. consultant, contractor, etc.)	
Brief Introduction of the Company (Please provide website if applicable)	https://www.forida.com.hk/

Details of Recruitment

Position & Responsibilities*	Assistant Project Manager / BIM Coordinator / BIM Engineer / BIM Modeller
Employment Mode (Full Time / Part Time) ; (permanent / contract base)	Full Time
Minimum Academic Qualifications Requirement	Please refer to attachment
Relevant Working Experience Requirement	Please refer to attachment
Other Requirements	Please refer to attachment
Salary and Fringe Benefits	
Location	Lai Chi Kok
Contact Person* (Please provide your contact number / email address)	HR Dept - hr@forida.com.hk
Application Deadline	

* Indicates required field

Assistant Project Manager

Job Description :

Responsibilities:

- Communicate and co-ordinate with client and project team on the planning and maintenance of the BIM implementation of projects
- Developing and managing the BIM standards for multiple client initiatives or projects.
- Drive project planning, coordination and management of BIM projects
- Facilitate project kick-off meetings and follow-up activities
- Ensure the execution of BIM work in projects are in accordance with the relevant BIM standards and specifications and delivered on time
- Management and supervision of BIM Teams operation
- Working with Project Director to define Scope of Work, Project Goals and Milestones for projects
- Assist in the research and facilitating the means of better BIM applications in order to improve the communication, co-ordination, management and delivery time, cost and quality throughout the building life cycle of the projects
- Control in the overall project budget
- Provide feedback and solution to Project Director on business opportunities and developing business proposals for tending
- Working with appropriate teams and business partner to determine BIM solutions to our business for optimizing output.
- Responsible for developing and managing BIM training and facilitate BIM training for internal staffs
- Manage Revit library, file and hardware requirements
- Research and development of applications of BIM software

Requirements:

- Degree holder or above in Architectural / Engineering / Construction or equivalent disciplines
- 8 years or above relevant working experience in BIM and at least 3 years in managerial level
- Proficient in BIM software e.g. Revit, AutoCAD, NavisWorks
- Have good design documentation coordination and construction drawings experience;
- Good command of written and spoken English and Chinese (Cantonese and Mandarin)
- Good knowledge in technical and project management of BIM and building construction projects
- Good interpersonal skills, leadership skills and team management skills
- Good communication skills with proactive and positive attitude
- Good problem solving, analytical skills and presentation skills;

BIM Coordinator

Job Description :

Responsibilities:

- Responsible for providing BIM solution to Clients / Consultants / Contractors
- Resources and client management
- Maintain, revise and update BIM standard, specification and workflow
- Coach, train, liaise and supervise BIM Engineers and Modellers
- Control and manage project scope and budget
- Responsible for project kick off and closeout
- Multi-project management
- Setup and control BIM CDE and Model QA
- Conduct regular team review

Requirements:

- Degree holder or above in Architecture / Construction Management / Building Services / Mechanical Engineering or related disciplines
- 5 years or above relevant BIM or construction experience
- Experience in Dynamo and scripting is preferred
- Good command of both written and spoken English and Chinese (Mandarin)

BIM Engineer

Job Description :

Responsibilities:

- Responsible for multi-discipline coordination for BIM model
- Collaborate, coordinate and liaise with various discipline consultants and contractors to resolve the issue with BIM Model
- Implement BIM standards and workflow according to BIM Execution Plan
- Assign BIM tasks to BIM Modellers
- Prepare internal progress report for management
- Monitor BIM model status
- Ensure all the deliverables are issued on time
- Implement internal document control procedures

Requirements:

- Higher Diploma or above in Architecture / Construction Management / Building Services / Mechanical Engineering or related disciplines
- 2 years or above relevant BIM or construction experience
- Working knowledge in Architecture / Structure / E&M / Building Services
- Good command of both written and spoken English and Chinese (Mandarin)
- Self-motivated, result-oriented, hardworking and good communication skills

BIM Modeller

Job Description :

Responsibilities:

- Responsible for creating, amending and maintaining BIM models for different disciplines
- Produce drawings, schedule, clash analysis and animation
- Prepare BIM Issue Report, Progress Report and BIM related documents
- Ensure all the deliverables are issued on time
- Interpret and create BIM Model from multi-discipline engineering drawings

Requirements:

- Higher Diploma or above in Architecture / Construction Management / Building Services / Mechanical Engineering or related disciplines
- 1 year or above relevant BIM or construction experience
- Experience with BIM Software
- Good command of both written and spoken English and Chinese (Mandarin)