



PR/095274 | QS Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1562398

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

December 16th, 2025 04:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

- Industry: Construction
- Location: Cầu Giấy District, Hanoi
- Position: QS Manager
- Reporting Line: Reports directly to the Japanese Line Manager, General Manager in Vietnam, and the Head of the Bidding Department at the Head Office in Japan.

Key Responsibilities

1 Quantity Surveying (QS)

- Extract and compile quantities from estimate drawings (prepared by other team members).
- Estimate construction costs including materials, labor, and machinery (prepared by other team members).
- Prepare internal cost estimates using quantities and unit prices.
- Compare internal estimates with subcontractor quotations, adjust as needed, and finalize internal costs.
- Calculate indirect costs such as temporary construction, labor, and insurance.

2 Construction Planning & Procedure Drawings (in collaboration with other colleagues)

- Coordinate with design and construction teams to develop detailed construction procedure drawings.
- Utilize AutoCAD and Revit to refine and optimize procedure drawings.

- Ensure procedure drawings meet technical requirements and site conditions for bidding purposes.
- Work with material suppliers and subcontractors to align procedures with project timelines and specifications.

2.3 Master Schedule Preparation (in collaboration with other colleagues)

- Develop comprehensive construction schedules based on quantities, labor unit prices, and equipment constants.
- Use Microsoft Project or Primavera to create detailed weekly, monthly, and quarterly progress schedules.

Requirements Education & Experience

- Bachelor's degree in Architecture, Construction Economics, or a related field.
- Minimum 10 years of on-site construction experience.
- At least 5 years of hands-on experience in quantity surveying, construction planning, and schedule management.

Skills & Competencies

- Proficient in AutoCAD, Revit, Microsoft Project, and Excel.
- Strong understanding of Vietnamese building codes and standards.
- Fluent in English, especially technical terminology.
- Japanese language proficiency is a plus.
- Proven leadership skills to manage a team of:

1. 3 QS Managers (Structural, Architectural, and Construction Planning)
2. 1 CAD Operator (Architectural Design)

- Excellent teamwork, time management, coordination, and problem-solving abilities.

Additional Notes

- The QS Manager will be involved in both pre-bid and post-bid phases.
- When bidding documents are unavailable, the QS Manager will coordinate with clients to prepare estimates and drawings.
- Clients are typically Japanese and Vietnamese engineers working for Japanese firms.

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Company Description