

THAI NIPPON STEEL & SUMIKIN ENGINEERING & CONSTRUCTION CORP., LTD.

To : Training & PR Section	Date of request : 20 Jul 2018
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Job Vacancy Advertising

Division : Brown Field	Section : 705-Planning/Admin & Cost Control
Position : Cost Controller	Employment Type : Temporary 12 Month(s)
Number of request : 1 Person(s)	Prepared by : Ms.Kingkarn R.

Responsibilities on Cost Control Officer:

- Assist cost engineer to summarize resource cost for reimbursable project.
- Raise PR (DPS) for internal approval process for vendor / subcontractor invoice for payment as per due date.
- Monitor vendor & sub-contractor invoice status & report to Cost Control Manager.
- To assist PM for call-out contract (Execution) - collect evident document / summary cost for claiming to Client as per contract rate.
- Filing client work proposal / draft invoice / final invoice.
- Other job assign by Cost Engineer / Cost Control Manager.
- Perform other duties and functions within its competencies, as required to achieve BFD set objectives and KPI.
- Attend meeting and engagements.
- Contribute in the lessons learned initiatives.
- Participate in all the BFD in-house campaigns, i.e. cost saving, value adding, safety.
- Complete all the administrative requirements timely i.e. submit timesheets, reports, leave etc.

Qualifications:

- Bachelor's degree in accounting or business management or related field
- Fluent in written and spoken English language
- High computer literacy especially Microsoft Excel.
- Able to work in a fast-paced and deadline-driven environment
- 1-3 year experience in cost control

Location: Bangpakong, Chachoensao