

# vConstruct Private Limited

Office No. B102, Pentagon P-5, Magarpatta City, Pune – 411013, India

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CIN - U74900PN2013PTC147547



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## Project Engineer – Project Admin Services

vConstruct, a Pune based international engineering and construction services firm seeks **process oriented individuals** for the position of Project Engineer – Project Admin Services. Candidates should have **good communication skills**, ability to interpret construction engineering documents and manage tasks to support ongoing operations overseas. We are looking for candidates who can apply themselves and “connect the dots” – in essence to make sense of a simple though unknown process and build on the assumptions. A background in Civil/ Architectural/ Construction is desirable though not essential, and the ability to “connect the dots” is the most important skill.

### **Job Responsibilities:**

1. **Manage current set of documents/ Drawings** – understand, analyze and manage the versions of construction drawings on online cloud platform ensuring the latest and greatest is available to field team
2. **RFI (Request for Information) Management** – understand RFI content to identify appropriate details and portions of drawings impacted by RFI and link the same on the drawings; create, close and package RFI on CMiC (ERP System)
3. **Submittal Management** – understanding the project specifications and interpret it to create submittal log. Proceeding to assist the project team in creating, tracking and managing the submittal on CMiC
4. **PCI Management** – Assisting the project in tracking and reflecting the cost changes (due to changes in Drawings, RFI or any other factor) on CMiC
5. **Analysing Construction documents and Drawings** – Collect and integrate data from multiple sources to create project reports. Maintain Data logs for all the processes being followed across projects. Converting written/ sketched data to digital Form as required by project/ platform
6. Understanding any **new Scope of work, processes** and platforms coming up with a workflow and documenting it once approved with the project team. Can be followed by training concerned team members. Few examples of new scopes are On-screen Takeoff, Submittal Review and Shop Drawing review

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7. Crisp **communication** with client/ Project team members overseas, in the medium of mails/ meetings for understanding the requirements and clearing issues for the respective deliverables. Also, distribution of construction documents and reports (RFI, Submittals, Change Orders). Clear communication with peers in team for strong understanding of work flow
8. **Tracking** the quantity of requests from the client and the effort for deliverables
9. Assisting Project Leads in creating **estimates** for new projects
10. **Creating/developing best practices and workflow** and sharing them with team members

### Skills and Qualifications:

We are looking for a flexible, detail-oriented team player with the ability to manage multiple tasks, produce quality work, and consistently meet deadlines. The successful candidate will possess:

- Degree or Diploma in Architecture/Civil preferred
- Candidates possessing strong detail-orientation skills and Bachelor's Degree in any stream may also apply
- Min 70% or equivalent marks
- Good reading and comprehension skills in English
- Less than 5 years of work experience
- Ability to learn quickly and independently
- A strong work ethic and a "can-do" attitude
- Basic ability to analyze data/ documents
- Ability to identify and resolve issues
- Effective participation in team environment
- Excellent listening skills and have strong communication skills.
- Ability to work independently with minimal supervision
- Familiarity with construction documents and terminology preferable
- Knowledge of Microsoft Excel desirable

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### **About vConstruct and PAS:**

**vConstruct** is a wholly owned subsidiary of DPR Construction and specializes in providing high quality Building Information Modeling and Construction Technology services geared towards construction projects. vConstruct presently constitutes of four business units: 1. Virtual designing and construction 2. Project Admin Services 3. Software Development 4. Accounting Services for Projects

Core Values of vConstruct are:

- Integrity is integral
- People are pivotal
- Ever forward Spirit

**Project Admin Services** assists the off-shore projects in managing updated drawings, documents on various platforms. Also, help the project teams with managing the data for the projects on CMiC (ERP Software of the company)

### **About DPR Construction:**

DPR Construction is a national commercial general contractor and construction manager specializing in technically challenging and sustainable projects for the advanced technology, biopharmaceutical, corporate office, and higher education and healthcare markets. With the purpose of building great things—great teams, great buildings, great relationships—DPR is a truly great company. For more information, please visit [www.dpr.com](http://www.dpr.com).