

Career Opportunity

Company Profile

Mü Interior is a design and build interior architecture firm started since Year 2000. We specialize in commercial projects, inclusive of Retail, Office, Institution, Food & Beverage, and Beauty & Wellness. A genius-fruity blend of multicultural, international professionals, we are driven by passion for creativity and excellence and we love new project challenges! Our design and project teams work closely with each other to create the most creative and tailored design.

mu/mju:

translated variously as “not”, “nothing”, “without”, “nothingness”, “non existence, and “non being”

Practice manifesto

From nothingness, from absence of purpose, we move together with our valued clients applying our unique design approach to create a robust, creative solution.

Services

We provide Design Consultancy, Design and Build, and Project Management.

Career Opportunity

1. Quantity Surveyor cum Contract Administrator

Job Duties:

- Responsible for the taking of quantities, sourcing subcontractors and suppliers, pricing and preparation of tender submission
- Tendering and contract documents administration, preparing BQ, Cost Estimate, Cost Control and Budgeting
- Undertaking costs analysis for repair and maintenance project work
- Purchasing of materials and project related items
- Project administration and documentation

Requirements:

- Diploma or its equivalent or relevant ITE Certificates.
- At least 1-3 years of experience in Retails, Offices and Other Commercial Interior Fit-out coordination.
- Ability to multi-task and work in a fast-paced environment.

- Self-motivated and able to work independently.
- Good interpersonal and communication skills.
- Good knowledge in cost and quality control, resource planning and on-site operations
- Good knowledge of design, detailing, M&E services, Building Control Act and subsidiary legislations applicable statutory codes and regulations
- Good computer literacy.

2. Interior Project Site Coordinator

Job Duties:

- Responsible for the overall construction and management of interior fit-out project (Retail, Offices and Other Commercial Projects)
- Ensure that projects are completed on time, within budget, meet all safety standards and are of highest quality
- Schedule, attend and document all scheduled project progress meetings as required.
- Study job specifications to determine appropriate construction methods
- Coordinate with workshop and subcontractors with the delivery of products and installation works.
- Liaise with client's representatives with regards to all site matters Review and approve all suppliers and contractor invoices
- Complete project status reports.
- Carry out defect liability servicing of completed projects and maintain records of such servicing

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Interested applicants are invited to submit resume to: recruitment@muinterior.com, and to include the following information:-

- Last drawn and/or current salary
- Expected Salary
- Date of availability and/or Notice Period
- Recent Photograph

Kindly note that only those shortlisted will be notified. Thank you.