

Job Description

SriLankan Airlines Ltd, the National Carrier of Sri Lanka operates with a network of destinations throughout Asia, the Middle East, Europe and Australia. The Airline has a strong presence in Maldives and Southern India. SriLankan is a member of the 'oneworld' alliance.

The incumbent is responsible for ensuring cost-effectiveness in daily investments related to construction, equipment and services procurement, as well as building and services maintenance in civil, electrical, mechanical, and general services projects. This must be achieved within the company budget and stipulated timeframes, aligning with the objectives of the Properties and Facilities department. The role also involves ensuring accurate invoice certification in a timely and cost-effective manner.

The incumbent will also be tasked with developing and producing drawings for interior and exterior building layouts, architectural designs, building extensions, new constructions, and civil, electrical, and mechanical engineering plans, as well as civil, structural, and architectural drawings and maintain a library of all drawings in updated version using latest auto cad software.

Key responsibilities will include:

- Prepare accurate estimates based on current market prices in accordance with the Standard Method of Measurements (SMM) for all Bills of Quantities (BOQs) raised by the department. Ensure these estimates are completed within the required timelines, guaranteeing that the estimated costs are available before the opening of bids.
- Ensure the accuracy of invoices by independently verifying the invoiced quantities against field measurements and records, and by cross-referencing rates with quotation or agreement documents. Recommend payments to contractors and service providers after inspecting completed works and services, considering the complexity and number of items in the invoice, to prevent any payment delays.
- Complete estimation work listed in Capital Expenditure Applications (CEA's) and work request received from other departments to raise CEA's meeting timelines.
- Advise evaluation committees about market prices of services and answer cost related queries raised by them.
- Assist sectional managers decisions in carrying out negotiations with contractors on their quotations/Bids and be an evaluation committee member for all quotations raised in the department.
- Preparation of civil, electrical and mechanical engineering, civil structural and architectural drawings requested by the colleagues of Properties department meeting timelines without affecting the project schedules.
- Revise and maintain architectural, structural, Service, Civil, Electrical and mechanical as-built drawings with proper coding system for easy retrieval.

Requirements

- Bachelor's Degree in Quantity Surveying with 2 year's work experience in a relevant discipline.

OR

- Full professional qualification (NVQ Level 7) equivalent to a degree with 2 years experience in a relevant discipline.

Age to be not more than 40 years as at 07th September 2024 which is the closing date.

Be a Sri Lankan Citizen.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

Job Information

Department Name
Logistics & Properties

Application Closing Date
07/09/2024

Industry
Architecture & Construction

City
Katunayake

Province
Western

Country
Sri Lanka

Postal Code
11450