

Completion and Turnover Coördinator

For one of our customers we are in search for a **Completion and Turnover Coördinator**.

Job description

- ✓ Set up and populate the Completion and turnover database.
- ✓ Ensure that the inspection test pack / quality records for the work are progressively collected, indexed and available to support a phased systematic acceptance and handover of the plant to Owner.
- ✓ Accountable for the delivery of the completions process ensuring all project objectives and goals are supported and delivered in a safe and structured manner in line with the project schedule and in accordance with applicable project procedures.
- ✓ Identify deficiencies regarding Good Documentation Practice and coordinate resolution while informing the QC Manager and Turnover Coördinator.
- ✓ Punctual updating of the Completion and turnover database.
- ✓ Tracking of Punch list items.
- ✓ Receive and review engineering input data generating and clarifying discrepancy reports.
- ✓ Provide system and database analysis and technical support / direction to all system user's.
- ✓ Follow overall system integrity in order to maintain and control databases ensuring as smooth merging and/or integration of data coming from Package vendors or from discipline database update.
- ✓ Import and Export Data for Discrepancy / Non-compliance Evaluation, and follow-up on resolutions.
- ✓ Provide for QC Formats / punched items uploading and validation via Completion & Turnover Management System once compilation is properly completed (e.g signature by Project parties).
- ✓ Monitor Quality Pack Completion to ensure prompt System Hand Over & Highlight areas of concern to assist in reaching project handover Milestones.
- ✓ Issue weekly status reports for input to planning system and project management.
- ✓ Use the established tracking & distribution systems for controlling mechanical completion/ certification/ Punch listing activities.
- ✓ Assist in the coordination of planning activities for both mechanical completion & Commissioning.
- ✓ Proactive involvement with completion and handover activities.
- ✓ Perform all duties necessary as required for achieving project objectives and schedule.

Your qualifications

- ✓ Be familiar with Completion and turnover management process .
- ✓ Strong IT skills are necessary to support the data manipulation and data import process. Skills include Excel formulae, pivot tables, filtering and sorting.
- ✓ Have solid background experience in the implementation of database for construction sector - 3 years GoCompletions® (or equivalent) experience.

Reference: 3224

Projectphase: Construction

Discipline: Completion

Position: Coördinator, Engineer

Function level: Senior, Medior

Region: (B) Antwerpen

Education: Bachelor

Experience: 3-8 years, 8-15 years, 15+ years

Type of contract: Project

Posted at: 30-08-2024

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