

## Completion and turnover coordinator

For one of our customers we are in search for a **Completion and turnover coordinator**.

### 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 Coordinator
- ✓ 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

**Advisor:** Wenzel Hurtak

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